

Cash Receipts & Deposits



Revenue and Customer Receipting

Class Code: CRCD-RC

About This Manual

Considered basic level content, this manual (along with classroom instruction) helps users learn how to use AASIS to:

- Record Revenue and Customer Cash Receipts
- 2. Record Treasury and House Bank Deposits
- 3. Print Treasury Deposit Slips
- 4. Record Electronic Fund Transfers (EFT)
- 5. Print EFT Deposit Slips

Primarily designed as a classroom teaching aid, this manual contains a *Notes* section on every page. We did this so students can capture additional information provided in class discussions, enhancing what is already a comprehensive reference manual.

This manual/course also prepares the new user for additional Receipting course topics.

About Printing This Manual

This manual contains blank pages, allowing you to set your printer to print 2 sided pages if you prefer.

About The Manual Design

Using the receipting business process as our "content model," Chapter 1 introduces new users to AASIS design elements associated with receipting transactions.

Chapter 2 explains the relationship of the Cash Journal to specific business processes. Because the Cash Journal is different from other financial transactions, we use a Cash Journal with posted entries to help us illustrate specific design elements.

Chapter 3 illustrates different uses for the Deposit Slip program. Our illustrations in this chapter use the Cash Journal entries we introduced in Chapter 2.

Chapters 4 and 5 provide step by step instructions for completing essential revenue receipting activities in AASIS.

Chapter 6 follows our step by step instructions by providing basic troubleshooting tips for common Cash Journal errors.

Finally, in Chapter 7 we tell you about two reporting tools to help you monitor receipting activities as well as one helpful transaction when you need to analyze financial documents associated with the receipting process.

We have also created *Appendix Materials* containing helpful tips/resources. Download these materials from our web site @

http://www.arkansas.gov/dfa/aasis/AASIS_Training/ACCTREC/aasis_training_CRCD_RC.html

About The Step by Step Instruction

In an effort to keep our instructions concise, we have created an instructional "shorthand" that uses angled brackets < > to denote actions and/or entries. Use this legend to help answer questions you may have:

→ **<Enter>** Press the Enter Key on your keyboard

→ **<Enter>** Click the illustrated Icon

→ <12 alpha/numeric limit> Defines the field character limit

→ **<GoTo><List>** Defines menu path navigation

→ **Field Names** Bold italics define field names

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Chapter 1 Master Data Records & System Processing

Learning Objectives

- Define Essential AASIS Design Elements
- Discuss Relationships Between Design Elements and Business Integration
- Define Basic Uses for Master Data Records
- Define Essential Revenue Receipts Master Records
- Define the Role of AASIS Document Types in the Business Integration Model

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Introduction

AASIS, (Arkansas Administrative Statewide Information System), uses an integrated database design to store and process financial and human resources data.

AASIS Support Center (ASC) staff implemented the master and transaction data requirements for **all** State agencies with the help of many state employees from across the state.

Thanks to this huge effort, we now have a powerful integrated information system enabling the State, with the correct use of AASIS transactions, to produce accurate financial reporting information.

To ensure your success as a cash receipts user, it is important that you understand the relationship of the AASIS design to the receipting transactions you will be using.

Statewide Business Functions

AASIS is designed to record and store specific business information based on three general business functions:

- AASIS Financial Transactions—enables state agencies to record daily business transactions associated with a multitude of governmental services/programs.
- AASIS Budgetary Controls—enables state agencies to control spending and account for the activities of governmental services/programs.
- AASIS Reporting Tools—enables state agencies to monitor and account for its current business status using a financial (balance sheets & profit/loss statements) or budgetary perspective.

As you read more in this chapter about the AASIS design and its relationship to the above functions, keep in mind AASIS not only records *your* agency's business information, it records business information for over 200 state agencies.

While admittedly complex, this design is powerfully efficient in meeting the overall business needs for the State of Arkansas.

To use AASIS effectively, we cannot ignore the importance of explaining to you key points for how AASIS processes the information you enter.





AASIS Overview

AASIS uses a module and sub-module organizational method to group and store business information with its related individual components.

- Module—a group of related components serving complementary business functions.
- Sub-Module—an individual component containing related transactions.

Currently, the State of Arkansas uses three primary business modules (FI, MM, HCM) containing multiple sub-modules (see Figure 1 below).

	AASIS Modules									
	Financial (FI)	Materials Management (MM)	Human Capital Management (HCM)							
		Sub-Modules								
1. 2. 3. 4. 5. 6. 7.	Accounts Payable Accounts Receivable Cash Management Controlling Project Systems Funds Management General Ledger Special Purpose Ledger	 Inventory Logistics Invoice Verification Purchasing 	 Organizational Management Personnel Administration Time Management Payroll Benefits Employee Self-Service Training and Events 							

Figure 1: Organizational Method

Financial (FI) –contains the master and cumulative transactional data created within the associated sub-modules. Some sub-modules are associated with budgetary controls based on the business function they support, while others are not.

FI Sub-Modules

- Accounts Payable (AP)—contains vendor master data and transactional data created by vendor accounts. This sub-module is related to budgetary controls and financial statements.
- 2. Accounts Receivable (AR)—contains customer master data and transactional data related to customer accounts. This sub-module, while related to an agency's financial statements, has no business association with budgetary control.



Chapter 1: Revenue & Customer Receipting

AASIS Overview



- **3. Cash Management (CM)**—contains AASIS house bank/Non-AASIS house bank (commercial accounts) and Treasury information related to warrant redemption and cash deposits cleared to spend.
 - This sub-module, while related to an agency's financial statements, has no business association with budgetary control.
- **4. Controlling (CO)**—contains cost center, cost element and other data used to capture financial reporting information. The cost center derives the needed funds management information when used in several FI transactions.
 - This sub-module provides diverse monitoring options for agency managers but has no association with budgetary controls and financial statements.
- **5. Project Systems (PS)**—contains project information (type, purpose, funding source) and collects transactional data, most commonly used to account for grants and assets under construction.
 - Like CO, this sub-module provides diverse monitoring options for agency managers but has no association with budgetary controls and financial statements.
- **6. Funds Management (FM)**—contains appropriation levels for an agency and enables budgetary controls by using "budget quad" master data records to perform a series of system checks during the completion of budget relevant transactions.
- 7. General Ledger (GL)—contains the Chart of Accounts for the entire State. The chart is an organized list of individual General Ledger accounts used by all agencies. This sub-module is related to the balance sheet and profit/loss statements.
- **8.** Special Purpose Ledger (SPL)—contains GL account balances, by fund, for all FI transactions. This enables reporting options specific to fund accounting versus financial accounting.

As you may have concluded, while each sub-module has a specific purpose, normal business activity crosses the sub-module assignments based on the business function associated with a specific step.

In other words, a complete business process might exist within a single module/sub-module, or it might cross multiple modules and sub-modules.

Next, we use a basic process model for cash receipting to illustrate this point.





Cash Receipting/Deposit Overview

With the exception of customer receipts, cash receipting is the first time an agency's detailed revenue activities are recorded in AASIS.

As you can see in Figure 2, the process begins by first recording the accounting details then recording the deposit information associated with the cash. The process officially "ends" once deposits have cleared (bank reconciliation) Treasury, making the cash available for agencies to spend.

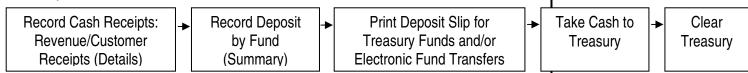


Figure 2: Cash Receipts Process

Additional Sub-Module Assignments

AASIS uses the module/sub-module organizational method to store entries based on the business process step.

All of the above process steps are assigned to the *Financial (FI) Module*; however, different combinations of sub-module assignments also exist in the above illustration...depending on the business function of a particular step.

Step 1: Record Cash Receipts

As we've mentioned, cash receipts (Step 1) can be defined as revenue or customer receipts.

Customer receipts credit the appropriate customer account, supporting the customer clearing process. For customer receipts, revenue is credited when the customer invoice is posted.

Revenue receipts credit the appropriate <u>revenue</u> account at the time an agency receives the cash, establishing the *first record* of revenue in AASIS.

Revenue accounts are assigned to or "owned" by the *General Ledger* (GL) Sub-Module and customer accounts are "owned" by the Accounts Receivable (AR) Sub-Module.

To support fund accounting, both revenue and customer receipts also record financial information in the *Special Purpose Ledger (SPL) Sub-Module*.



Chapter 1: Revenue & Customer Receipting

Notes

AASIS Overview

Because a revenue receipt is the first revenue entry in AASIS, receipting entries are also recorded in these sub-modules:

- Controlling (CO)
- Funds Management (FM)
- Special Purpose Ledger (SPL)

Steps 2 -4: Record and Make Deposit by Fund

Deposits are recorded using summary entries, which are "owned" by the *CM*. *GL* and *SPL Sub-Modules*.

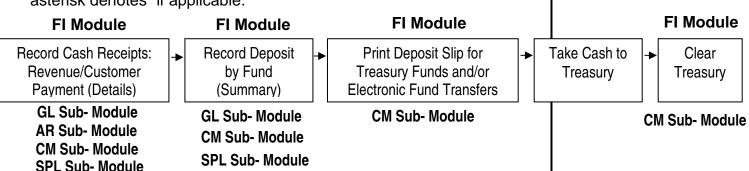
The *CM Sub-Module* owns the program you use to create and print a deposit slip for daily receipts and/or EFTs. The *GL* and *SPL Sub-Modules* "own" the cash accounts (GL) and fund (SPL) information associated with the deposit.

The Cash Management (CM) Sub-Module is also associated with this step because the cash must clear Treasury before an agency can spend it.

Step 5: Clear Treasury To Spend Money

Step 5 in our business model is the BAI (Banking Association Institute) file reconciliation, or Treasury clearing. This step, owned by the *CM Sub-Module*, must complete successfully <u>before</u> an agency can spend deposited cash.

Here's our model from the previous page with the module and submodule assignments for each step in the receipting process. An asterisk denotes "if applicable."



This organizational method:

CO Sub- Module FM Sub- Module

- Allows the transfer of information between modules and submodules
- Creates additional "background" postings (very important to remember)
- Allows users to report (retrieve stored information) using multiple perspectives





We "integrate" or enable the storage and exchange of information between the modules/sub-modules by using master data records, transactional data and document types.

Master Data

AASIS master data records store information (in tables) that remains the same over a long period and/or is needed often in the same form. Usually, these records are created once, centrally maintained, grouped by sub-module (owner module) and have unique ID number assignments.

For example, a revenue account record is assigned to the *FI Module*, is owned by the *GL Sub-Module* and is used in several FI transactions by entering the account ID number.

Master records...

- Enable derivation (retrieves information for you) of additional information within a transaction, reducing data entry
- Enable system controls to restrict uses in limited instances
- Facilitate integration between the modules and sub-modules
- Facilitate multiple reporting options by serving as a "primary key" to sort, group and retrieve specific types of transactional information

Transactional Data & Dynamic Tables

Transactional data accumulates each time you complete a transaction. AASIS stores this data within hundreds of individual tables, creating the ability to:

- Produce multiple managerial reports
- Enhance availability of financial information ("real time" access)
- Troubleshoot

Tables, in turn, provide important "services" through program logic or commands. This happens because the transactions you perform tell AASIS...

- The data to retrieve
- The table names to store the data you enter
- The command (when necessary) to create additional background postings using the transactional data you have just entered

Here's how it works.

Each master record is centrally stored within a master data table. In turn, the "master" table is assigned to a module and sub-module most complementary to the data's established business functions.





As you enter and post transactional data, AASIS stores the information in a series of tables. The step within the business process not only determines where the transactional data is stored (remember the submodule assignments), it can also trigger the command to create and store additional background postings in other sub-modules.

Add the powerful indexing capability provided by master records and document types, and you now have multitudes of reporting options.

Revenue & Customer Receipts-Master Data

To help us explain the master records most commonly used with revenue and customer receipts, we use three primary categories:

- Essential (Required) Master Data
- Derived (Defaulted) Master Data
- Optional (Elective) Master Data

We begin with the *required* (Essential) master records critical to receipting revenue.

Essential master records store data necessary to support your agency's financial statements.

These records also enable system integration by supporting background postings and transactional data derivations.

DFA-Offices of Accounting and Budget (DFA-OA and DFA-OB) manage these records centrally. Submit change requests to the appropriate contact person within one of these divisions.

Essential Master Records and Owner Sub-Modules

Business Area Global Setting

Cost Center Controlling Sub-Module

General Ledger Accounts
 General Ledger Sub-Module

Cash Journal
 Cash Management Sub-Module

Customer Accounts Accounts Receivable Sub-Module

Business Area

The *Business Area* (BA) record defines your agency's financial data through a unique four digit code. This master record, configured by AASIS Support Center (ASC) staff, enables reporting at the agency level.

Because the BA record is used throughout *almost all* of the FI sub-modules, we refer to it as a global setting versus being "owned" by one module/sub-module.





Other system uses for the BA are:

- Appears as a required field in many FI business transactions
- Performs system edits within some transactions---stops you from finishing a transaction until you input the four digit code
- Prevents you from posting (in most transactions) financial documents to business areas not assigned to your security authorization(s)
- Serves as a selection criteria within FI reporting tools

Cost Center

The *Cost Center* defines the area of fiscal responsibility in an agency based on its organizational structure (locations and/or divisions). In other words, a cost center collects cumulative costs associated with specific organizational units.

For example, an agency may have at least one unique cost center to represent a county office and at least one other unique cost center to represent a central office.

A cost center has a unique six digit code and is owned by the *Controlling (CO) Sub-Module*.

System uses for a cost center record are:

- Enables derivations of financial data---BA, fund, funds center and functional area---within most FI transactions
- Enables management personnel at all levels to monitor agency revenues and/or expenses

General Ledger

The State of Arkansas' *Chart of Accounts* (commonly referred to as GL accounts) is maintained in the *General Ledger (GL) Sub-Module*.

Created to record financial postings for specific business processes, the GL master records are organized using six primary categories to define the sources and/or uses of an agency's money.

Each category serves a different purpose in financial statements and has a different number *range* assignment.

Each GL number assignment is always ten characters.





Table 1 (below) lists the six account categories, along with the account type and the numbering range assignment for each account category.

Table 1: Chart of Accounts

Account Category	Account Type	Number Range						
Assets	Balance Sheet	1000000000 - 1999999999						
Liabilities	Balance Sheet	200000000 - 2999999999						
Fund Balance	Balance Sheet	300000000 - 3999999999						
Revenues	Profit & Loss	400000000 - 499999999						
Expenses	Profit & Loss	500000000 - 5999999999						
Other Sources & Uses	Profit & Loss	600000000 - 699999999						

Besides the important function of capturing financial postings for your business area (and ultimately the State of Arkansas), system uses for the Chart of Accounts are:

- Uses reconciliation (recon) accounts to record summary totals per account category from the system sub-ledgers
- Contains the list of individual accounts used in all financial transactions

The Cash Receipt/Deposit Process and GL Accounts

The cash receipt and deposit process uses Asset and Revenue GL accounts.

Asset Accounts

Simply put an Asset GL account is used to record <u>cash</u> or things the State owns and/or controls. In this course, we use cash accounts in both the receipt and deposit steps.

- Cash Journal Accounts—used to record accounting details for received cash. Balances in these accounts identify cash amounts that have not been recorded as a deposit in AASIS.
- Bank Accounts—used to identify cash amounts deposited in State Treasury or in commercial banks. These accounts are in the 110###### number range.
- Customer Reconciliation GL Accounts-used to record summary entries made to customer accounts based on the customer account category.





Revenue Accounts

Revenue GL accounts are used to record the type of product sold or the type of service provided by an agency.

Revenue may or may not be cash at the time it is recorded in the General Ledger.

For example, the Accounts Receivable business process records revenue with the expectation that cash (customer receipts) will be collected from the customer sometime in the future.

In this example, revenue is recorded in the GL using a customer invoice document. The invoice records the credit to revenue and debits the customer account [expectation of a cash receipt].

In other words, the agency has credited a revenue account without also a debiting cash account. This means revenue is not cash.

On the other hand, when an agency sells a product and/or provides a service that is paid for when the product or service is received, revenue IS considered cash.

In this example, revenue and cash [on hand] are recorded in the GL using a cash journal document. The cash journal document records the type of product sold or service provided by crediting a revenue GL account and records the received cash by debiting a Cash Journal [Asset] GL account.

Cash Receipts and GL Accounts

Agencies use a unique transaction, *FBCJ—Cash Journal* to create cash journal documents (ZJ document type). The cash journal document stores the revenue accounting details as cash receipts.

Because transaction FBCJ is unique to cash receipts and your entries are made based on more than one business process, Chapter 2 explains the cash journal design elements (and subsequent account uses) in detail.

Cash Journal Accounts

For now remember a Cash Journal is an individual GL account. As such, the account number is always ten digits.

In addition to defining the GL account as an asset, the Cash Journal numbering convention for each account identifies the agency that uses a specific Cash Journal for receipting activities. It also allows for multiple cash journals within a single agency.





Here's how the numbering conventions work for Cash Journal accounts.

- The first digit defines the cash journal as a GL Asset account 100######.
- The fourth-seventh digits define an agency's business area 1000610###.
- The last three digits identify if an agency has more than one cash journal 1000610002.

Revenue Accounts

Revenue receipts ALWAYS post to a Cash Journal GL account and a **Revenue**, or **Other Sources** GL account.

Revenue accounts are further defined using three different revenue classifications.

IMPORTANT: Use the third digit in the account number to identify the individual revenue account classification.

General Revenue

General Revenue accounts identify monies resulting mostly from tax collections. These revenues are ALWAYS deposited to Fund "AGA0000," BA "0610" using Cost Center "383359."

The **401**###### GL accounts represent the general revenue master records.

Special Revenue

Special Revenue accounts identify monies designated as special revenue by the Legislature. These monies are subject to special fees based on the legislative definition for the special revenue.

Special revenue postings are receipted to an agency's fund and then transferred daily to Fund "ASA0000" by the State Treasurer and in AASIS. At the end of each month, the monies, minus fees, are transferred back to the agency's fund.





The **402**####### GL accounts represent the special revenue to which a 3% fee is applied.

The **403######** GL accounts represent the special revenue to which a 1.5% fee is applied.

Revenue	4 ########		
<u> </u>		General Revenue	401######
		Special Revenue	
	402#####	# 3% Fees	
	403#####	# 1.5% Fees	

Other Revenue

Other Revenue accounts identify monies from other revenue sources, including Federal funds. These revenues are deposited to the agency fund and become available for use as soon the money has cleared Treasury.

The 404###### and 405####### GL accounts represent Other Revenue

Revenue	4 ########			
<u> </u>		General Rever	nue	401######
L Spec	ial Revenue			
	402##	!####	3% Fee	es
	403##	!####	1.5% F	ees
	Other Revenu	e		
		404 ######	Other	
		405 ######	Federa	ıl

Other Sources

Other Sources accounts identify refunds to expenditures and inter/intra agency transfers in.

6######## GL accounts represent these master records.





Cash Receipts and Customer Accounts

Owned by the *Accounts Receivable Sub-Module*, the *Customer Master Record* defines the customer information necessary to post and process customer invoices and payments.

The customer master record number is also the account number used to post transactional data to the *Customer Sub-ledger*. These accounts are open item managed and must go through a clearing process to settle. The customer receipt entries support this clearing process.

The Customer Sub-Ledger links to the General Ledger through the reconciliation account for that customer group.

Customer Groups

These records are organized using four customer groups:

- 1. Standard
- 2. State Agency
- State Employee
- 4. Department of Information Systems (DIS).

Each group has a different account number range assignment.

The *method* of number range assignment for the customer master record depends on the customer group.

Standard Customer Master Records

When DFA-OA creates the master record for a standard customer, AASIS sequentially assigns an account number using the number range **60000000-6999999999**.

DFA-OA manually assigns numbers to all other customer master records using the following numbering conventions:

State Agency Customer Master Records

State Agency Customer Master Records ALWAYS begin with **998**. The fourth-seventh digits define the business area 998**0610**##.

The remaining digits allow the creation of multiple addresses (998061002) when necessary.

State Employee Customer Master Records

State Employee Customer Master Records ALWAYS begin with **997**, and they ALWAYS end with the seven digit personnel number, using the leading zeros of the personnel number **997**######.





Cash Deposits and Cash Accounts

Receipts recorded to *Treasury* funds are ALWAYS deposited to the 1100001002 or 1100001004 *Treasury Incoming* accounts.

The Clearing Process and Treasury Funds

Keep in mind that even though an agency has recorded receipt details and deposit information, the cash associated with these entries is not available for that agency to spend until it clears Treasury.

This clearing process debits the *Cash In State Treasury* account #1100001000 (also known as the *Cleared Cash* account) for the <u>cleared</u> amounts.

Receipts recorded to *cash* funds are deposited to the appropriate *House Bank* or *Non-House Bank* account.

AASIS House Banks

While rare, some agencies use an AASIS House Bank GL account to represent a commercial bank account. In these instances, the agency takes advantage of system functionality by using AASIS to record all business transactions and check issuances.

In addition, these agencies reconcile account balance information using AASIS.

An AASIS House Bank account is an Asset GL account that begins with 110######. The fourth-seventh digits define the business area 1100610##.

Non-AASIS House Bank

Most agencies with commercial funds use the *Non-AASIS House Bank* account to represent a commercial bank account. In addition to allowing agencies the option of recording transactional details, agencies can also use journal entries to record summary level information in the GL using this account.

Also an Asset account, the *Non-AASIS House Bank* account number is 1100002000.

Derived Cash Receipts Master Data

AASIS uses derived master data to automatically populate (derive) specific fields within a transaction.

Derived data usually comes from a different sub-module and creates *simultaneous background postings* whenever you use one of these records.

When you record a revenue receipt and use a cost center, you create not only a GL posting, but also a *CO posting*, an *FM posting* and *an SPL posting*.





Derived records and background postings enable reporting capabilities for a single transaction from multiple modules---without entering the same transaction more than once.

ALWAYS verify derived entries! One thing AASIS cannot do for you is confirm you are entering the correct accounting information for your agency's specific needs.

DFA-Office of Accounting and DFA-Office of Budget (DFA-OA and DFA-OB) manage these records centrally. If you discover an error with one of the records, submit change requests to the appropriate contact person within one of these divisions. (See appendix for helpful links to DFA.)

Derived Master Data

Owner Sub-Module

•	Functional Area	Funds Management Sub-Module
•	Funds Center	Funds Management Sub-Module
•	Fund	Funds Management Sub-Module
•	Commitment Item	Funds Management Sub-Module

Functional Area

Owned by the *FM Sub-Module*, the *Functional Area* identifies the general purpose of the agency (Health and Human Services, Public Safety...) and provides a basis for CAFR reporting categories.

Represented by as many as four unique characters, this record is one of four master records AASIS uses to perform a series of system checks (ensuring budgetary controls) during the completion of budget relevant transactions.

Note: Recording revenue receipts and deposits is not a budget relevant activity.

Funds Center

Owned by the *FM Sub-Module*, the *Funds Center* defines an agency's **legal** authority to spend money (appropriation). Currently represented by as many as four unique characters, the funds center is the second of four master records AASIS uses to ensure budgetary controls when appropriate.

The funds center derives from the cost center you enter in FI transactions.





Fund

The *Fund* identifies an agency's **pool** of money. Remember, a deposit must clear Treasury *before* an agency can spend it.

Represented by a unique seven digit code, commercial bank fund codes always contain numeric assignment and Treasury fund codes are always an alpha numeric combination.

The fund is significant to revenue receipting because it records:

- Revenues collected to specific funds
- Deposits or incoming transfers to increase an agency's cash balance

Agencies can also use funds to keep track of different funding streams or to "separate" cash used for multiple purposes. For example, some agencies receive cash from both the State and the Federal government. An agency might use two funds to track these funding streams – one for the state money and one for the federal money.

Owned by the *Funds Management (FM) Sub-Module*, the fund derives from the cost center you enter when completing most FI transactions.

ALWAYS confirm fund information before parking and/or posting a transaction.

Commitment Item

The "Commitment Item" defines the functional grouping of expenditures and revenues (formerly known as character codes) within the *FM Sub-Module*.

Represented by a unique seven digit code, commitment item categories include Maintenance & Operations, Regular Salaries, Transfers In, Special Revenue, Federal Revenue, and General Revenue.

These four master data elements, Functional Area, Funds Center, Commitment Item and Fund make up what is referred to as the *Budget Quad*.

The budget quad is a series of system checks performed during the completion of budget relevant transactions.

1.	Who am I?	Functional Area
2.	Do I have the authorization to spend?	Funds Center
3.	Am I authorized to spend it for this purpose?	Commitment Item
4.	Am I expected to have available cash?	Fund





Optional Cash Receipts Master Data

Unlike the essential and derived master data records, an agency creates and maintains optional master data records based on its unique internal reporting needs.

Optional Master Data Own

Owner Sub-Module

Internal Order Cor

Controlling Sub-Module

WBS Element Project Systems Sub-Module

As an AASIS user, it is very important for you to know *what*, if any, optional master data records your agency requires when completing cash receipt business transactions.

Internal Order

The *Internal Order* defines the statistical accumulation of an agency's program costs, cost pools, or special interest costs **not** associated with capital projects or grants.

The internal order is owned by the *Controlling Sub-Module* and is represented by a unique eight digit code.

Work Breakdown Structure (WBS) Element

The WBS Element defines the accumulation of an agency's program costs, cost pools, or special interest costs associated with capital work or grants.

WBS Elements are further defined using two categories, **Statistical** and **Non-Statistical**. In turn, each category supports a specific reporting requirement.

- Statistical WBS Element—defines the statistical accumulation of an agency's program costs, cost pools or special interest costs associated with grants.
 - Use this type of WBS Element on all Federal Grant and capital work revenue receipts.
- Non-Statistical WBS Element (also referred to as "Real")—
 defines the accumulation of an agency's program costs, cost
 pools or special interest costs associated with capital work.

A Real WBS Element derives fund, funds center and functional area information when used in FI transactions. After obtaining DFA-Office of Budget (OB) approval, the agency must request that ASC staff assign the fund and funds center information to the Real WBS Element.

In addition, the derived data defines ¾ of the budget quad that AASIS uses for associated expenditures with capital work projects.





Both types of WBS elements are represented by a unique 22 digit code and are owned by the *Project Systems Sub-Module*.

Master Data Records & Integration

As we've explained, derived data usually comes from a different submodule(s) and creates *simultaneous background postings* whenever you use one of these records.

These background postings are possible because of the table structures, organizational methods and unique number assignments for each master record type.

When completing cash receipting activities in AASIS, remember these key integration points:

- Cost centers and WBS elements have a business area and functional area assigned to their master record, enabling reporting tools.
- Cost centers are used (through programming tools) in the FM Sub-Module to "assign" funds and funds centers. When you use a cost center in an FI transaction, AASIS derives these FM assignments and populates the "Fund" and "Funds Center" fields.
- Every GL account has a commitment item assigned to it. This means every time you use a GL account, the assigned commitment item automatically populates the "Commitment Item" field.
- Cash Journals are assigned to an individual GL account. Each time you post cash journal entries, the individual GL account balance also updates.

Financial Documents

Every time you park or post a financial transaction, AASIS creates a financial document using a document type specifically designed for that business purpose or sub-module.

In addition, every document type contains specific number range assignments.

Every financial document contains document header and line item detail sections, which display additional document type design elements.

Document types, represented by two unique characters, help you use master data records more efficiently by...

- Identifying the financial sub-module in which a document is used
- Enforcing additional processing restrictions, when applicable





For example, a revenue receipt uses a ZJ document type to record and store revenue details. Each time you post a ZJ document, AASIS uses the assigned number range 13000000 – 13999999 to assign a document number for that specific posting.

The document number then enables the retrieval of detailed transactional data by single or multiple values.

You CAN NOT use a ZJ document type to record and store vendor postings because it was not created to support *Accounts Payable* functions.

To look up or track the status of parked or posted documents, use the document type and/or the assigned document number.

Document Header Section

The document header section contains reference data associated with the financial transaction. Some of the information you will find in this section includes:

- Document type and description
- Document number
- Header text (if applicable)
- Reference text (if applicable)
- Name of the user performing specific actions
- Date/time action stamps

The "Document Type" and "Description" fields tell you the business process associated with the document information.

For example, a ZJ document type description field displays "Cash Journal Posting." Because cash journals are only associated with the cash receipts business process, you know the financial information is related to revenue collections.

Use entries (when available) in the "Document Header" and "Reference" text fields to store information that describes the purpose of the document. Doing this tells reviewers (including you) why this document was created.

All financial documents contain user information and date/time stamps that can not be changed. These fields identify who created the document, who posted the document and when these actions occurred.





Document Detail Section

All financial documents contain a detail section consisting of two or more lines of debits and credits that MUST balance to zero before AASIS will allow a document to post.

Posting keys are two digit numbers used to identify the account type (general ledger, customer, vendor, etc.) and the posting type (debit/credit) for that account.

Posting key information appears on the debit and credit lines of all financial documents.

For example, a ZJ document (cash journal posting) uses posting keys 40 and 50 to restrict entries to GL accounts.

Posting key 40 further defines the entry as a debit to a GL account and posting key 50 defines an entry as a credit to a GL account.

In many circumstances, the transaction automatically defaults the document type and posting keys, restricting your account choices in the transaction.

Note: Not ALL financial transactions default document type and posting key information. In these cases, you must enter the correct document type and posting key (per account) for the business process.

Here's a list of the most commonly used document types in the cash receipting process.

Table 2: Cash Receipts Process

Commonly Used Document Types										
Description	Document Type Characters	Debit Posting Key	Credit Posting Key	Document Number Range						
Cash Journal	ZJ	40	50	13000000-13999999						
Customer Invoice	DR	01	50	18000000-18999999						
Customer Payment	DZ	40	15	14000000-14999999						
EFT Deposit	ZD	40	15	14000000-14999999						
Special Revenue Fund Transfer	ZM	40	50	47000000-47999999						
Accounting Document	AB	07	17	10000000-19999999						





Summary

- AASIS design elements use State and Federal reporting requirements, along with the variety of State business processes, as a blueprint for the current master data structure and programming logic.
- AASIS uses a module and sub-module organizational method to group related business functions with related transactions.
- The master data records, database tables and document types serve as the basis for system integration.
- Some master data records derive important financial information when you complete an FI business transaction.
- Some master data records, when used in a transaction, trigger simultaneous background postings.
- The master data records most relevant to the cash receipt process are:
 - Business Area
 - Cost Center
 - Revenue and Asset GL Accounts
 - Fund
 - Internal Order (determined by your agency)
 - WBS Element (determined by your agency)
- Document types enable tracking of financial details related to a specific business function.
- Document types, with posting keys, define what account types can be used in a transaction.
- Posting keys define if a debit or a credit is used with the corresponding account type.





Internal Controls

To help protect governmental resources, AASIS also supports internal controls in multiple ways.

Multiple internal controls create a process that helps provide reasonable assurance regarding the:

- Effectiveness and efficiency of business operations
- Reliability of financial reporting information
- Compliance with applicable laws and regulations

According to *Addendum P2-19-5-505* of the *Financial Management Guide*, examples of internal controls include:

- Top level reviews of actual performance
- Physical control over vulnerable assets
- Controls over information processing
- Segregation of duties
- Proper execution of transactions
- Appropriate documentation of transactions

The variety of reporting tools, and the real time access to current information, supports top level reviews of an agency's performance at any given time.

In addition, AASIS documentation of assets and inventory helps state agencies account for vulnerable assets.

Your knowledge of your agency's guidelines, along with your knowledge of how AASIS supports your agency's business processes, supports making informed decisions when using AASIS transactions.

Agencies can also use the AASIS design to create internal control measures for personnel to follow. For example, many transactions provide optional text fields for additional data entry. Agencies can require personnel to use these optional text fields to maintain a historical record for the business decisions prompting the creation of the document.

The <u>number of people</u> involved in completing a business process is also very important to the internal control process. **Segregation of duties** clearly defines the steps an agency takes to ensure fiscal accountability among employees at all levels.

While the majority of state employees are people of integrity, we can not ignore the fact that theft *does* happen in the workplace and we must take measures to prevent it.





AASIS Security Roles

AASIS security roles restrict a user's access to transactions that clearly "conflict" in business function, supporting segregation of duties and preventing people from performing multiple business functions (transactions) that could present a risk of theft to an agency.

Two people are required to complete the revenue receipting process. Each person must have different role assignments while each person completes different parts of the process to ensure internal controls.

The person with the *Cash Receipts Specialist* role receives and counts the cash, uses the Cash Journal to record individual amounts and other accounting details, validates cash amounts (re-counts), and then saves the Cash Journal entries.

The person with the *Cash Deposit Specialist* role re-counts the cash, and then reviews and posts the Cash Journal entries (if they are correct).

Keep in mind, a person can have several role assignments as long as these assignments are not in "conflict," and internal control measures remain intact.

AASIS Park & Post Functionality

While security roles are an important part of AASIS internal controls, they can not address all of the State's security needs. As a result, we use park and post functionality as another form of internal control. With this internal control, collusion must be present for theft to occur.

One way the park and post functionality supports internal control is by requiring two users to complete the posting process.

One user creates and parks a document, the other user reviews and posts it.

To help track document information that has been parked, AASIS assigns a document type and document number. This means you can retrieve the parked financial information using a variety of transactions. You determine which transaction to use based on your reason for retrieving it.

For example, let's say you parked a document and later realized you used an incorrect cost center and fund combination on it. As long as the document status is still "parked," you can retrieve it and make corrections to it using a specific transaction.

You would use a different transaction if you only wanted to display (or view) a parked document.





Another way the park and post functionality supports internal controls is by <u>restricting posting authorization based on transaction settings and user id versus role assignments.</u>

The combination of multiple role assignments may authorize you to use both park AND post transactions. However, the park and post functionality prevents you from ever posting a document you have parked.

In these cases, the additional security measures of the park/post functionality instead of the security role assignments prevent you from parking and then posting your own documents (including any parked documents you may have made changes to).

Here's how it works.

We have removed post authorizations from some transactions preventing the user from <u>creating</u> and <u>posting</u> a document.

If a "Post" icon *does* appear on a transaction screen and is grayed out, the transaction is park only and does not have an active post function.

Once a user creates and parks a document, AASIS prevents that user or the user who last made changes to the parked document from posting it. AASIS does this by referencing the user ids for the persons creating or making the most recent changes to the document.

This means, if you are a reviewer and you make changes to a document and *then save those changes*, AASIS logs this and prevents you from posting the newly revised document. This, in turn, creates the need for a third reviewer to post the revised document.

You can avoid the need for a third person by asking the user that created the document to make and save the necessary changes.

EFT deposits use the park and post functionality to help support internal controls.

One of the unique features of *FBCJ—Cash Journal* is that it uses the combination of security roles and transactional settings to support internal controls, instead of the park and post functionality.

While FBCJ requires two users to complete the revenue receipting process, the person keying the Cash Journal information <u>saves</u> the entries instead of parking them.

A saved entry saves the information without assigning the entry to a document type or document number. This also means access to the saved entry is limited to the transaction used to create it.

This means users can not retrieve saved entries using other transactions.

Careful review of parked documents and/or saved entries is probably the most significant preventative action an agency's management





structure can enforce. Doing so can eliminate errors from appearing on an agency's financial statements once the information is posted.

Summary

AASIS was designed with careful consideration toward fiscal accountability and internal controls.

The *master data records* and *document types* define the types of information that a user can enter when completing specific transactions.

Security roles define the specific transactions a user is allowed to perform in AASIS.

Because AASIS is designed to accommodate multiple business functions of widely diverse governmental programs/services, we have also created other forms of system controls such as the *park/post functionality* for specific types of transactions.

Because FBCJ—Cash Journal is a unique transaction, the internal controls are also unique. This transaction uses a combination of security roles and transactional settings, requiring two people to complete the cash receipting process.

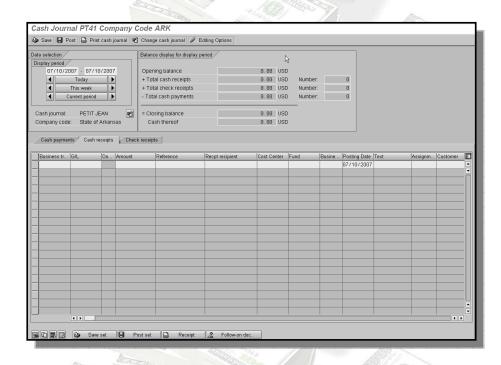
These controls, designed to work in conjunction with user actions, are a necessary part of recording financial information in AASIS; enabling the State to meet all reporting requirements, while supporting individual business needs of user agencies.



Chapter 2 Understanding How the Cash Journal Works

Learning Objectives

- Define the Business Processes The Cash Journal Entries Support
- Define the Functions for Six Cash Journal Design Elements
- Explain the Impact If a Journal Entry Does Not Clear Treasury



Class Code: CRCD-RC



Chapter 1: Revenue & Customer Receipting Understanding How the Cash Journal Works



Introduction

As we mentioned in Chapter 1, agencies must account for all received cash as a part of their normal business process(s). To support this requirement, agencies post receipt detail entries to at least one Cash Journal account in the General Ledger.

Posting entries to a cash journal account works differently from other financial transactions, primarily because entries to these asset accounts require the use of a unique transaction, **FBCJ—Cash Journal**.

FBCJ is unique or different from other FI transactions because...

- It is the <u>only</u> transaction available to post entries to the Cash Journal accounts.
- It uses security roles and save functionality to support internal controls.
- It requires you to make essential <u>selections</u> using preconfigured options. AASIS then uses your selections to create specific document types and account postings in the background.
- It requires additional <u>entries</u> based on the business process(s) associated with the cash (customer receipts and/or revenue category).
- It uses another unique transaction, ZBCJ—Cash Journal Report and Posting (also referred to as the Deposit Slip Program) to create printed Treasury deposit slips and to park Special Revenue Fund Transfer documents (see Chapter 3 for more details about ZBCJ).
- It supports the Treasury clearing process (BAI file), which is essential to agencies because agencies can not spend received cash until it clears Treasury.

Even though it's one transaction, how you use FBCJ is dependent on your agency's revenue processes. And, even though your role within these processes may be limited to receipting the cash, your agency's cash balances are directly related to how well you understand and use FBCJ.

In this chapter, we explain how FBCJ is designed to work.

But before that, we provide an overview explaining how the Cash Journal works with different revenue processes.

While this overview includes information about the *Deposit Slip Program* (ZBCJ), we wait to discuss details associated with this transaction until Chapter 3.



Chapter 1: Revenue & Customer Receipting Understanding How the Cash Journal Works



Cash Journal Overview

Using transaction FBCJ, agencies record cash receipts and subsequent deposits to the appropriate cash journal account the same day they receive the money and take it to Treasury.

Cash receipts can be revenue or customer receipts.

Revenue is further defined using the three classifications below:

- General Revenue (always receipted to Cost Center "383359," Fund "AGA0000," BA "0610").
- Special Revenue (legislatively defined and subject to fees).
- Other Revenue (revenue not defined in the first two categories, including Federal revenue sources).

As we've mentioned, a second transaction, the *Deposit Slip Program* (ZBCJ), references the FBCJ entries and uses specific data to create the deposit slip information.

This program also analyzes the revenue accounts you select when completing FBCJ, and looks for Special Revenue accounts. It then totals all Special Revenue entries and prompts users to park a Special Revenue fund transfer (ZM document type) in the background.

The Special Revenue fund transfer represents the beginning of the *Special Revenue* business process.

Receipting Revenue

FBCJ uses two data entry screens and requires two users to complete the receipting and deposit entries.

The very first selection you make is one of the most important selections in the process.

Before you *ever* enter anything in the data entry screens, you must enter or verify the cash journal number assigned to your agency (or receipting area if your agency has multiple cash journals).

AASIS uses this selection to identify the Cash Journal GL account that it posts your entries to.



Chapter 1: Revenue & Customer Receipting Understanding How the Cash Journal Works



The first data entry screen that you complete is the *Cash Receipts Tab*. The *Cash Receipts Tab* records the <u>details</u> for each revenue source associated with the cash.

Remember in Chapter 1 we said that revenue receipting is the first time an agency's detailed revenue collection activities are recorded in AASIS?

Well, the *Cash Receipts Tab* is the data entry screen you use to enter those details for the first time.

The person approving *Cash Receipts Tab* entries should ALWAYS validate the information prior to posting it.

The second data entry screen, Cash Payments Tab, records the totals per fund from the Cash Receipts Tab.

In other words, the *Cash Receipts Tab* may have 10 detail lines recorded to the same fund but the *Payments Tab* contains one summary line per fund to record the total cash deposited to that fund.

The Cash Payments Tab entries also create a zero closing balance for the Cash Journal account on that particular day.

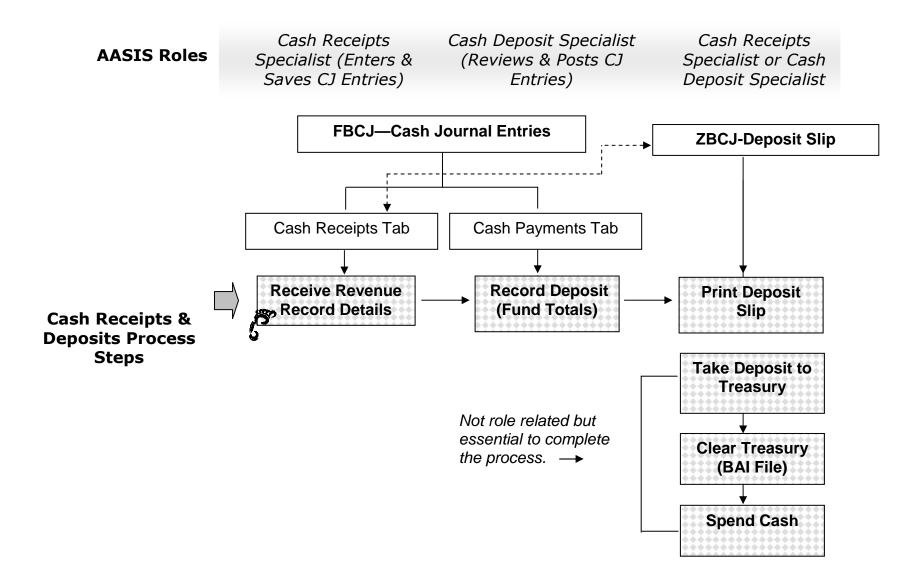
As with the *Cash Receipts Tab*, the person approving these entries should ALWAYS validate them prior to posting them.

The next few pages illustrate the relationship between the Cash Journal and the following business processes:

- 1. Revenue Receipts
- 2. Special Revenue Receipts & Fund Transfers
- 3. Customer Receipts

After these illustrations, we begin our detailed explanation of the Cash Journal design, using Cash Journal 6103.

Receipting Revenue







Receipting Special Revenue

Upon receipt of Special Revenue, Treasury executes a daily program in their accounting system that moves the monies to holding Fund "ASA0000" until month end.

To keep the account activity consistent between Treasury and AASIS, we have also created Fund "ASA0000" in AASIS.

The BA defines the amount of Special Revenue "owned" by an agency and the agency's FBCJ entries define which fund these monies (minus fees) are distributed to at month end.

We mentioned the *Deposit Slip Program* analyzes the revenue accounts you select when completing FBCJ and totals entries for all Special Revenue GL accounts.

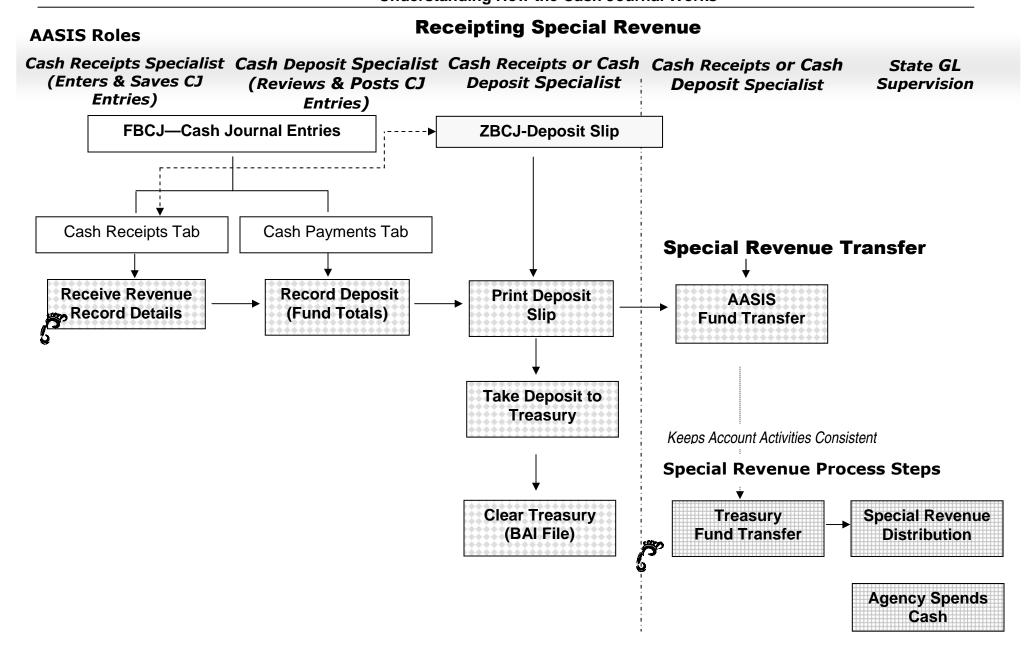
It also prompts users to park a Special Revenue fund transfer (ZM document type) in the background (see Chapter 3 for a detailed explanation).

The fund transfer document posts Special Revenue to the Cleared Cash GL account. AASIS uses the Cleared Cash account on the ZM document because the fund transfer is internal to our system only, keeping the account activity consistent between the Treasury and AASIS.

We must perform this immediate cash transfer to remove the money from available cash until month end, supporting the legislative requirements of Special Revenue collections.

On the last working day of each month DFA-OA completes the revenue distribution process using a ZH document type transferring the cash (minus fees) back to the agency fund.

This distribution completes the Special Revenue business process for the month and the agency can now spend the cash associated with the revenue collection.







Receipting Customer Payments

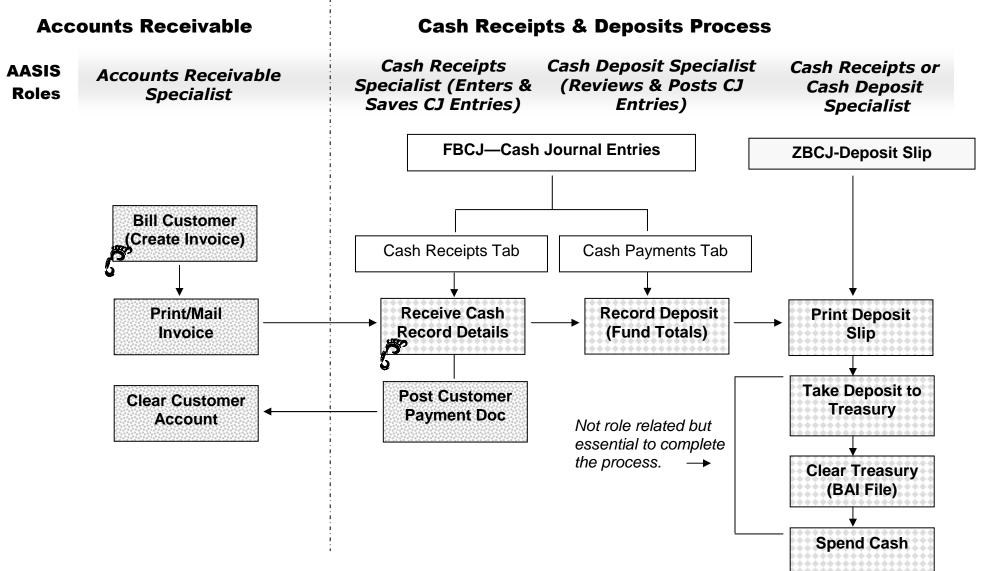
When a customer submits payment, the entries you make on the *Cash Receipts* tab in the Cash Journal are designed to support the automatic customer clearing process in the *Accounts Receivable* (AR) submodule.

For automatic clearing to work correctly, AASIS uses your posted entries on the *Cash Receipts* tab to post a customer payment (DZ document type) to the customer's subsidiary ledger.

During the clearing process, AASIS analyzes all customer document types and automatically clears those items that contain matching assignment numbers, amounts and funds per customer account.

This means if the entries on the *Cash Receipts* tab do not contain the correct assignment number (invoice document number), customer account, and amount, the customer account will not clear properly in the AR sub-module.







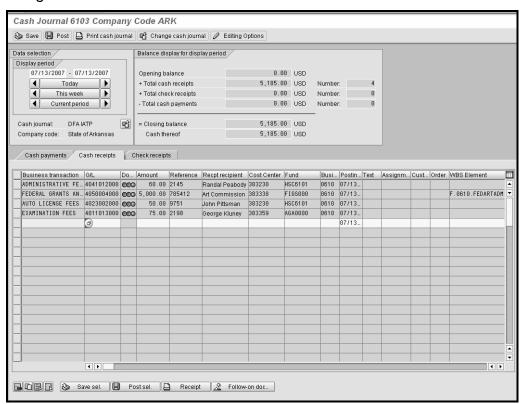


Cash Journal Design Elements

Below is a picture of a Cash Journal (FBCJ) for BA "0610." It displays revenue entries for each of the revenue account classifications we talked about in Chapter 1.

The Cash Journal provides agencies the means to record individual cash receipt details. It also allows agencies to create **one** composite deposit slip for these individual receipts on a daily basis (Treasury requirement).

The next few pages provide an overview of the four Cash Journal design elements.

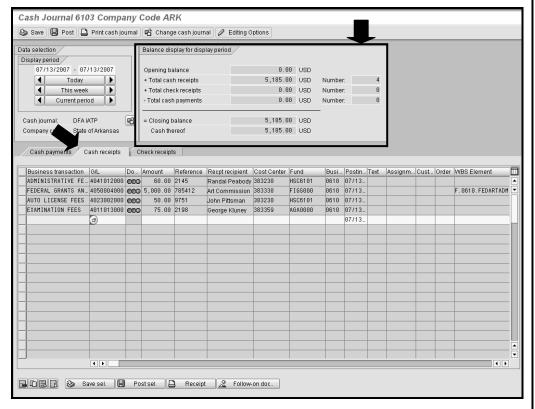


Data Selection

- Provides date or date range selections
- Provides drop down menu options and/or data entry fields to define the appropriate cash journal number
- AASIS uses your entry/selection to define the Cash Journal GL Asset account that receives subsequent postings
- Displays stored entries based on date selections







Balance Display for Display Period

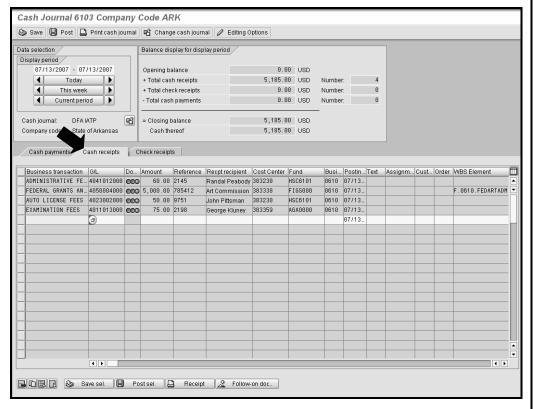
- Displays opening balance, transactional totals and closing balance for entries made in the selected display period
- AASIS displays the sum of the entries on the "Cash receipts" and "Cash payments" tabs in the "+Total cash receipts" and "-Total cash payments" fields
- The Balance display for display period is updated each time new entries are saved

Cash Receipts Tab

- Records the individual accounting details for each cash receipt
- Stores receipting history
- Supports customer clearing by using additional data entry requirements from the ones you use for revenue receipts
- Creates one FI document (once posted) for each individual line
- Defines the FI document type based on the type of receipt.
 AASIS posts a ZJ document for revenue receipts and a DZ document for customer receipts
- Displays the credit details that appears on the posted accounting document





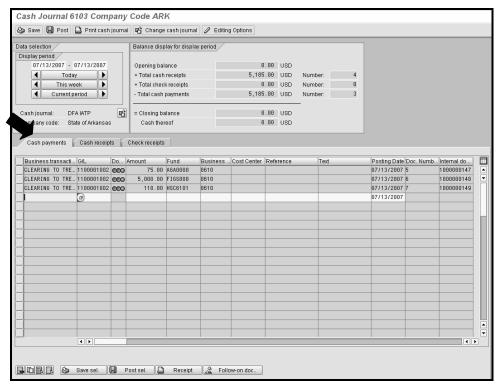


Cash Receipts Tab (cont)

- Uses a business transaction number to define which revenue account AASIS credits on each FI document
- Uses the Cash Journal number to identify the Cash Journal GL account which AASIS debits on each FI document
- Provides access to view the accounting document, although it is not displayed, from FBCJ
- Creates/posts additional background documents based on the type of receipt (revenue or customer)





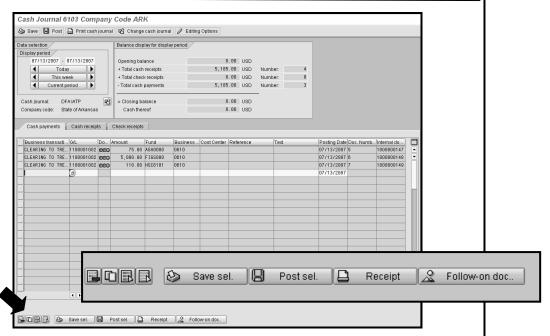


Cash Payments Tab

- Records and displays receipt totals per fund
- Creates one ZJ document (once posted) for each individual line
- Displays the debit details appearing on the accounting document
- Uses a business transaction number to define which cash account (Treasury Incoming, AASIS House Bank or Non-AASIS House Bank) that AASIS debits on each accounting document
- Uses the Cash Journal number to identify the Cash Journal GL account which AASIS credits on each accounting document
- Creates a zero closing balance in the Cash Journal GL account when the process is complete. This balance is displayed in the Balance display for display period section located above the screen tabs
- Provides access to view the accounting document, although it is not displayed, from FBCJ
- Creates/posts a Special Purpose Ledger document in the background to support fund accounting requirements







Cash Journal Tools

The Cash Journal also contains additional tools which may or may not be helpful to users in specific circumstances.

- Allows users to delete saved entries that contain errors
- Allows users to copy saved entries for faster data entry/error correction
- Allows users to select all lines with one click
- Allows users to de-select all lines with one click
- Save sel. Allows users to consecutively save individual lines
- Post sel. Allows users to post selected lines only
- Allows users to print an individual cash receipt from within the Cash Journal

NOTE: Printing a receipt prevents deletion and/or correction of any entries used in conjunction with this tool.

Allows users to view the posted accounting and background documents for a selected line





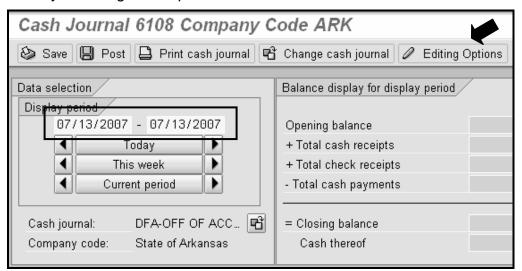
Cash Journal: Key Points to Remember

Now that we've defined what the Cash Journal screen elements are, this next section explains each element in more detail, including important tips to remember when using the Cash Journal.

Using the "Data Selection" Screen Element

Once you have used FBCJ one time, information in the "Data selection" section element defaults to the cash journal you viewed and/or updated in your last transaction session. The date on which you last used the journal also defaults in the "Display period" fields.

Set the current date as the default display period and default posting date by following the steps below.

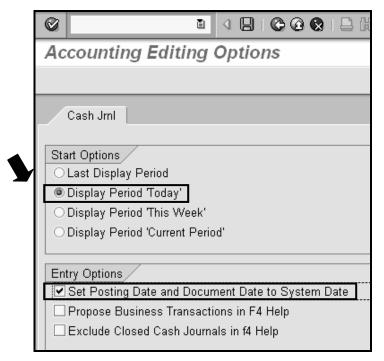


1. < Editing Options >

The Accounting Options screen displays.







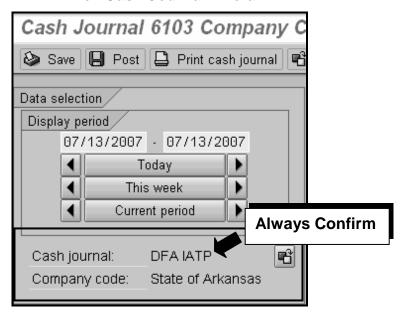
- 2. Select "Display Period 'Today'."
- 3. Select "Set Posting Date and Document Date to System Date"
- 4. <Save>
- 5. <Back Arrow>

With these settings, the display period automatically defaults to the current date. The document and posting date fields (located on the Cash Receipts and Cash Payments tabs) also automatically defaults to the current date.





The "Cash Journal" Field



TIP: ALWAYS confirm the Cash Journal is correct before making any entries.

This is important because a Cash Journal number defines the GL account that receives the financial postings for all of the entries you make.

Because GL accounts can be used by all State agencies, a Cash Journal does not restrict postings based on business area information.

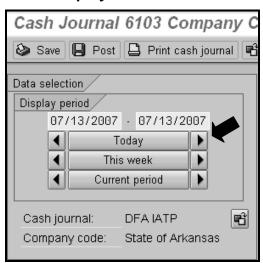
While security roles DO restrict a user to making entries based on his/her BA role silos, no system controls prevent you from making these authorized entries to the wrong GL account.

This means if you do not confirm the Cash Journal information prior to making and posting entries, you could conceivably record these entries to the wrong GL account. This, in turn, affects your agency's financial statement information.





The "Display Period" Selections



The "Display period" icons allow you to select a specific date or date range to view stored entries and/or to enter new cash receipts.

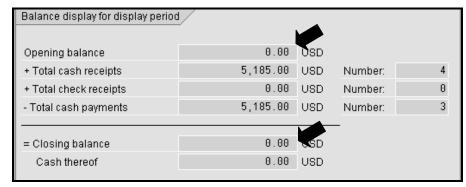
TIP: If you have not set the current date as your default date, remember to click the "Today" icon to select the current date before you begin entering new cash receipts.

NEW: You can also use the Cash Journal Editing options to default to the current date every time you execute FBCJ. See the appendix "Cash Journal Editing Options."

TIP: Use the navigation buttons to move backward or forward within a specified period.

Using the "Balance display for display period" Fields

The "Balance display for display period" screen element provides summary information for entries made in the *Cash Receipts* and *Cash Payments* screen tabs, including opening and closing balances.



TIP: ALWAYS confirm a zero balance in the "Opening balance" field prior the making any entries.

TIP: ALWAYS confirm a zero balance in the "=Closing balance" field prior to posting entries.





Balance display for display period										
Opening balance	0.00	USD								
+ Total cash receipts	5,185.00	USD	Number:	4						
+ Total check receipts	0.00	USD	Number:	0						
- Total cash payments	5,185.00	USD	Number:	3						
			_							
= Closing balance	0.00	USD								
Cash thereof	0.00	USD								

Using the "Balance display for display period" Fields (cont)

A balance other than zero in the "=Closing balance" field means the business process is not completed.

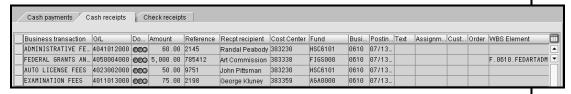
AASIS reads all saved and/or posted Cash Journal entries and displays the total debits in the "+Total cash receipts" field and the total credits in the "-Total cash payments" field. This is another difference that exists between FBCJ and other FI transactions.

AASIS adds the totals listed in the "Opening balance" and "+Total cash receipts" fields. (The State does not use the *Check Receipts Tab*).

Then it subtracts the total in the "-Total cash payments" field from the above balance. This determines the closing *cash* balance for the day.

While AASIS prevents you from entering more cash on the *Cash Payments* tab than the total balance on the *Cash Receipts* tab, it does not prevent you from posting entries for cash totaling *less than* the *Cash Receipts* entries.

That is why it is important you confirm the closing balance is zero. A closing balance of anything other than zero indicates you have undeposited cash (cash on hand)).



Using the "Cash Receipts" Tab

Tip: Use the GL revenue account numbering conventions to select the correct business transaction for revenue receipts

Tip: Use Business Transaction "1" for customer receipts (ALWAYS)

Tip: Enter the GL revenue account number (taken from the customer invoice) in the "Text" field for customer receipts

Tip: Enter a Statistical WBS Element for Federal Grant and capital work revenue receipts.





AASIS uses transactional settings and your entries to post individual ZJ (Cash Journal) documents for each revenue receipt line you enter on this tab.

AASIS uses transactional settings and your entries to post individual DZ (Customer Payment) documents for each customer receipt line you enter on this tab.

The lines you see displayed on this tab are the credit entries in the ZJ and/or DZ documents.

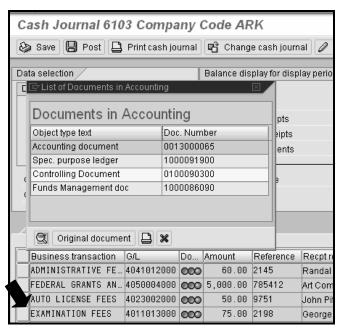
AASIS uses the posting of the ZJ document to post additional background documents in other sub-modules, supporting system integration for reporting purposes.

Revenue Receipt Postings

Our next two illustrations show you the accounting and background documents AASIS creates for revenue receipts.

Note: The Cash Journal entries must be posted before you can view document information.

When we double clicked line one, the "List of Documents in Accounting" screen appeared.

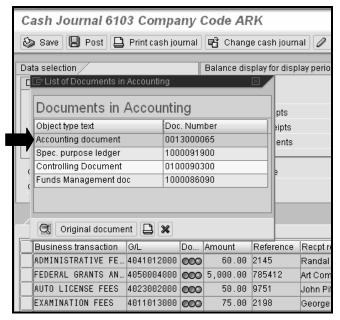


As you can see, AASIS has created four documents:

 Accounting document—Cash Journal (ZJ document type):
 Records a debit to the Cash Journal GL account and a credit to
 the Revenue Account derived from your business transaction
 selection. We show you how to use the accounting document
 number in Chapter 7.







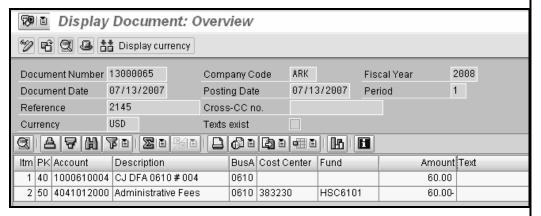
- 2. Spec. [Special] purpose ledger—SPL document: AASIS reads posting information on accounting documents and uses additional document settings to add fund information to document lines. This supports State fund accounting requirements and is an example of system integration.
- **3.** Controlling Document—records the credit entry made to the cost center and supports managerial reporting.
 - Another example of system integration, this posting allows managers to run controlling reports to determine account activity for their assigned areas of responsibility.
- **4.** Funds Management doc—records the receipt of cash and supports cash reporting when using FM reporting transactions.

With one posting AASIS has recorded data that supports multiple business purposes.





Below are the accounting entries on a ZJ document we selected on the previous page.



Line one contains a debit to the Cash Journal account. AASIS uses the "Cash Journal" field entry to define the accounting information on this line. This is why we stress to you to ALWAYS confirm the Cash Journal name in the *Data Selection* screen element.

Line two contains the entries made in line one on the *Cash Receipts Tab.* AASIS uses the "Business Transaction" selection to identify the revenue account listed on the document.

FBCJ is configured to assign posting keys (debits/credits) based on the business transaction selections you make.

Customer Receipt Postings

AASIS posts one DZ document (Customer Payment) and one SPL background document for each posted customer receipt line. The FM and CO background documents were posted when the customer invoice posted.

We illustrate a DZ document in Chapter 5.





Using the "Cash Payments" Tab

	Cash payments Cash receipts Check receipts											
	Business transacti	G/L	Do	Amount	Fund	Business	Cost Center	Reference	Text	Posting Date	Doc. Numb	Internal do
Ш	CLEARING TO TRE 1	1100001002	000	75.00	AGA0000	0610				07/13/2007	5	1000000147
	CLEARING TO TRE 1	1100001002	000	5,000.00	FIGS000	0610				07/13/2007	6	1000000148
	CLEARING TO TRE 1	1100001002	000	110.00	HSC6101	0610				07/13/2007	7	1000000149

Use summary entries on this tab to record revenue deposits by fund. A summary entry is the total amount receipted to one specific fund on the *Cash Receipts Tab*.

This means one fund may have multiple line entries on the *Cash Receipts Tab* but on the *Cash Payments Tab*, that same fund has only one line entry.

AASIS calculates the cash entries for a particular fund on both tabs. If the amount entered on the *Cash Payments Tab* is greater than the amount entered on the *Cash Receipts Tab*, AASIS will **not** post the *Cash Payment Tab*.

Think about this. You can not deposit cash that you do not have. Conversely, if the amount entered on the *Cash Payments Tab* is less than the amount entered on the *Cash Receipts Tab* (for a particular fund), AASIS **will** post the *Cash Payments Tab*.

From the perspective of the AASIS calculations, you CAN deposit less cash than what you have "on hand."

From the business process perspective (and reporting requirements), this is <u>not acceptable</u> and is considered a posting error, even though AASIS does not prevent you from posting it.

Like the *Cash Receipts Tab*, AASIS uses your entries to post a ZJ document and then uses the ZJ document to post an additional background document.

Contrasting with the *Cash Receipts Tab*, the *Cash Payments Tab* displays the **debit** entries AASIS makes in the posted documents.

AASIS uses the selected business transaction to debit the *Treasury Incoming Cash* account (or appropriate House Bank/Non-AASIS House bank) on these documents. This records the revenue deposit per fund.

AASIS then uses transactional settings to credit the Cash Journal GL account. This settles the Cash Journal GL account, creating the zero closing balance that denotes balanced entries between the two tabs.

CAUTION: Remember, recording the deposit does NOT mean the cash is available to spend. The deposit must clear the BAI (Treasury) automated clearing process before cash can be spent.

BAI clearing credits the *Treasury Incoming* account and debits the *Cash in State Treasury* account. The *Cash In State Treasury* account is commonly referred to as "Cleared Cash."





Cash Journal (Both Tabs) Postings

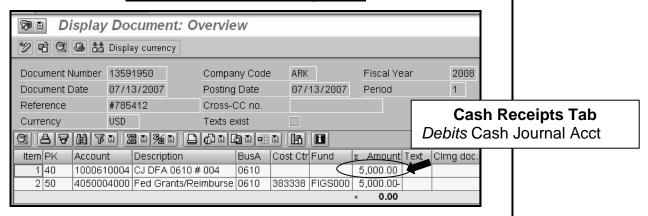
Our next two illustrations show you how the accounting documents from each Cash Journal tab clear the Cash Journal account and record the deposit to the *Treasury Incoming* or appropriate *House Bank* account.

Note: We use the same steps to view the documents as we did on the *Cash Receipts Tab*.

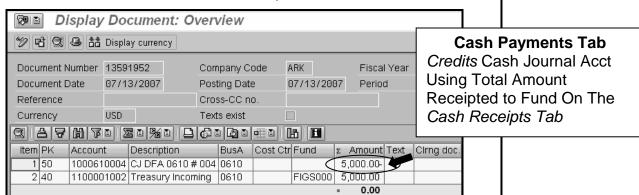
This first example shows the ZJ documents for Fund "FIGS000" from both Cash Journal tabs. In this example, each tab had one line entry for the fund.

The entry on the *Cash Receipts* tab offsets the entry on the *Cash Payments* tab, creating a zero closing balance in the Cash Journal account.

ZJ Document: Cash Receipts Tab



ZJ Document: Cash Payments Tab



Notice the entries to the Cash Journal account balance to zero.

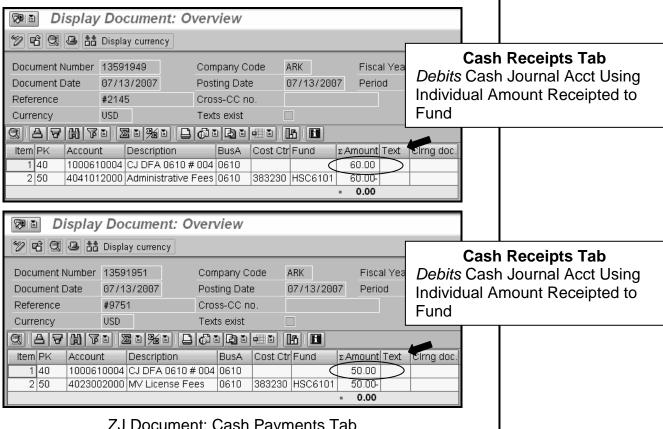




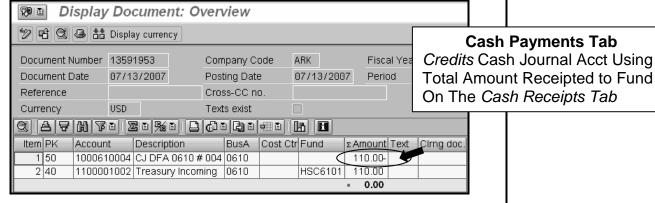
This second example shows the ZJ documents for Fund "HSC6101" from both Cash Journal tabs. In this example, the Cash Receipts tab had two entries for Fund "HSC6101."

If a fund has multiple receipts (entries) recorded on the Cash Receipts tab, these multiple entries, when added together, create the zero closing balance for the Cash Journal account.

ZJ Documents: Cash Receipts Tab



ZJ Document: Cash Payments Tab



Notice the total debit entries on the ZJ documents from the Cash Receipts tab is offset by the credit on the ZJ document from the Cash Payments tab.



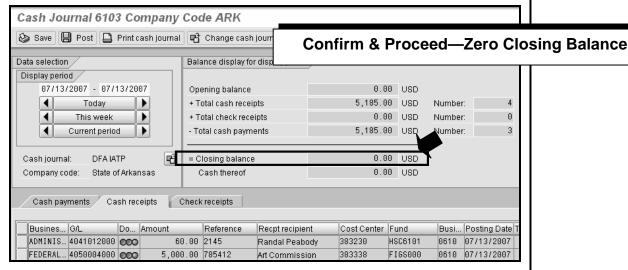


Posting Entries—Closing the Journal

We've already mentioned FBCJ requires two people with different role assignments to complete the transaction.

- Agency Cash Receipts role—enters and saves entries to both the Cash Receipts and Cash Payments tabs.
- Agency Cash Deposits role—reviews and posts saved entries.
 This person can not enter and expect to save <u>any</u> information to the Cash Journal. The function of this role is for posting only.

Tip: While both persons should use the *Balance display for display period* section to confirm cash balance information, it is essential the person with the *Agency Cash Deposits* role confirms a zero balance prior to **posting** entries.

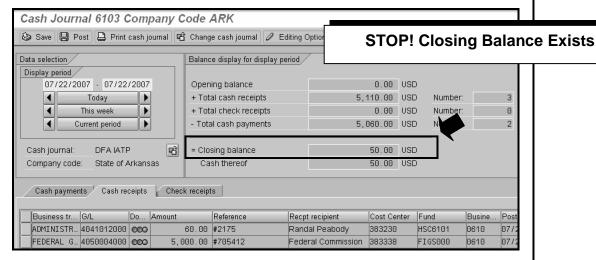


Tip: The authorized person conducts his/her review by...

- Confirming accounting entries made on each line on both tabs
- Verifying cash amounts by re-adding the receipts
- Posting the Cash Receipts Tab (must receive cash before you can deposit cash)
- Posting the Cash Payments Tab (records deposit to Treasury or other financial institutions)





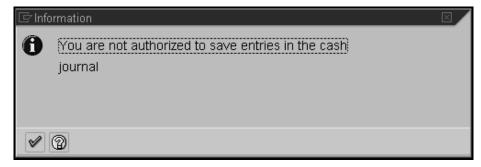


Tip: **DO NOT** post Cash Journal entries if the "=Closing balance" field displays a balance.

This means all the cash has not been accounted for on the *Cash Payments* tab and the business process is not yet completed.

Posting the Cash Journal

Every time the person with the *Agency Cash Deposit* role selects the "Post" icon, AASIS displays this message.



AASIS is telling the user he/she can not save entries to the Cash Journal. This message, however, does not prevent the user from posting the entries that have been entered and saved by another user.

Pressing "Enter" acknowledges the message, closes the message window and posts the entries on the displayed tab.





Summary

- 1. We use transaction **FBCJ—Cash Journal** to meet the State's reporting requirements for receipting/depositing received cash.
- 2. FBCJ requires two users to complete the transaction.
 - One user enters and saves entries.
 - The second user re-counts cash amounts, reviews accounting entries and posts entries.
- 3. Entries to a cash journal account are made differently than in other financial transactions.
- 4. Never begin new cash journal entries if the "Opening balance" or "=Closing balance" fields do not display a zero balance.
- 5. Never begin new entries until you confirm the defaulted Cash Journal selection.
- 6. FBCJ is unique because...
 - It is the <u>only</u> transaction authorizing entries to the Cash Journal Asset accounts.
 - It requires you to make essential entries using preconfigured selections.
 - It uses save and post functionality.
 - It uses your selections to make specific account postings.
 - It uses another unique transaction, ZBCJ—Cash Journal Report and Posting (also referred to as the Deposit Slip Program) to create printed Treasury deposit slips and to park Special Revenue Fund Transfer documents.
 - It supports the Treasury clearing process (BAI file), which is <u>essential</u> to agencies because agencies can not spend received cash until it clears Treasury.

In our next chapter, we explain how ZBCJ—Cash Journal Report and Posting (Deposit Slip Program) uses the FBCJ entries to help you:

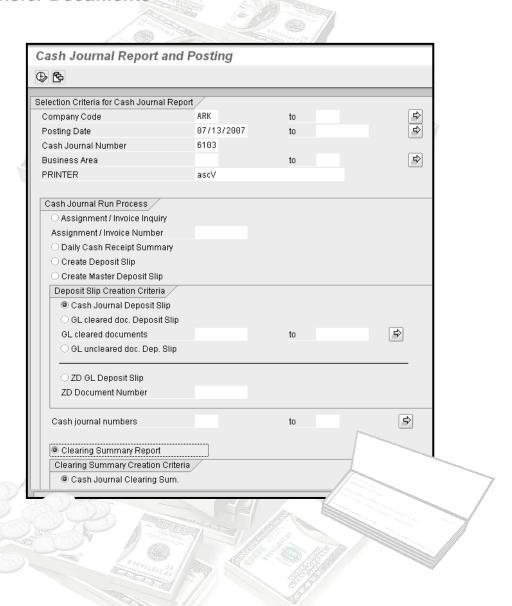
- 1. Summarize totals per fund on the Cash Receipts tab.
- 2. Park a Special Revenue Fund Transfer document.
- 3. Print deposit slips for Treasury funds.



Chapter 3 Understanding How the Deposit Slip Program Works

Learning Objectives

- Define 3 Primary Uses for Transaction ZBCJ
- State How to Avoid Parking Duplicate Special Revenue Fund Transfer Documents



Class Code: CRCD-RC





Introduction

Part of what makes FBCJ a unique transaction is the relationship it has to another transaction, **ZBCJ-Cash Journal Report and Posting** (more commonly called the *Deposit Slip Program*).

While FBCJ records the receipt and deposit of cash to the appropriate funds and GL accounts, the business process does not end with the cash journal entries.

ZBCJ plays an important role in the revenue receipting process by providing two main business functions, the *Clearing Summary Report* and the *Deposit Slip Program*.

The Clearing Summary Report reads FBCJ Cash Receipts Tab entries and...

- Summarizes entries per fund on the Cash Receipts Tab. This
 helps you maintain a zero closing balance by calculating fund
 totals for you before you complete the Cash Payments tab.
- Identifies total amounts of receipted Special Revenue per fund.
 This tells you how much cash must be transferred to ASA0000.

The **Deposit Slip Program** reads your FBCJ (both tabs) entries and...

- Allows you to exclude cash funds from Treasury deposit slip information.
- Prompts you to park a Special Revenue Fund Transfer document, beginning the Special Revenue business process.
- Prints formatted deposit slips for Treasury funds and Electronic Fund Transfers (EFTs).

The selection criteria you enter prior to executing ZBCJ defines how you use the transaction.

Even though we illustrate the business functions of the *Clearing Summary Report* and *Deposit Slip Program* in this chapter, our intent here is to help you understand how ZCBJ is designed to work with transaction FBCJ.

We provide step by step instructions for using this transaction in Chapters 4 and 5.

Clearing Summary Report

When the *Cash Receipts Tab* contains several receipts to several funds, let AASIS help you with your entries on the *Cash Payments Tab*.

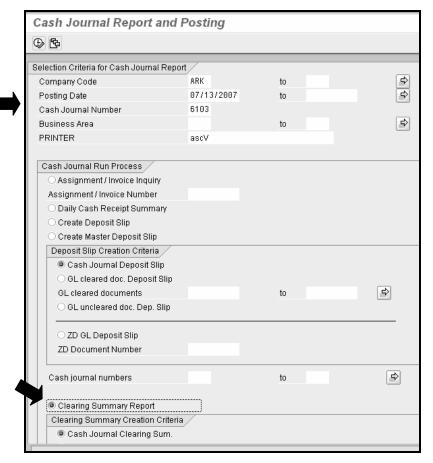
As we mentioned in Chapter 2, the *Cash Payments* entries record totals by fund. Before making any entry on the *Cash Payments Tab*, use the *ZCBJ—Clearing Summary Report* function and let AASIS calculate these totals for you.





To take advantage of the *Clearing Summary Report* features all you have to do is:

- 1. Complete the top section of the ZBCJ selection screen
- 2. Select the "Clearing Summary Report" radio button
- 3. Execute



These selections tell AASIS to:

- Read all saved entries on the Cash Receipts Tab. Note: AASIS
 will not display information if the entries have not been saved in
 the Cash Journal.
- 2. Total all amounts per fund.
- 3. Write a list that displays total amounts per fund from the *Cash Receipts Tab*.
- 4. Analyze all GL accounts (based on the "Business Transaction" selection) and identify Special Revenue GL accounts.
- 5. Write a list for Special Revenue entries that displays the agency "receipting" fund, the GL account number and the amount which will be transferred to Fund "ASA0000" when you run the *Deposit Slip Program*.



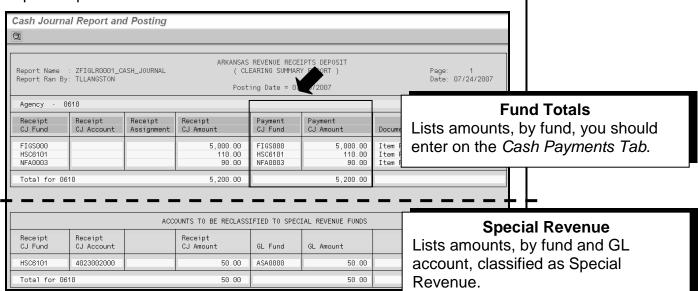


Using this programming logic, the *Clearing Summary Report* displays the requested information in two sections.

The top section provides the fund totals you use to complete entries on the *Cash Payments Tab*. The left side displays the *Cash Receipt* totals. The right side displays the fund totals you enter on the *Cash Payments* screen tab.

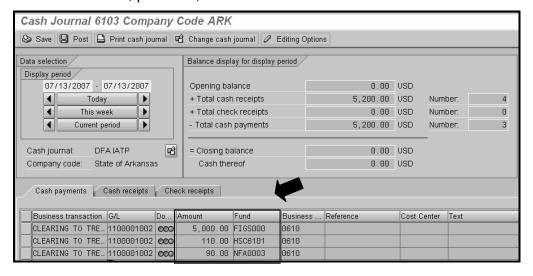
The bottom section lists the amounts which will be reclassified as Special Revenue. This section also identifies, by fund, the agency receipting fund and GL account.

AASIS records the total amount for all listed receipts on the Special Revenue fund transfer document that you park when creating the deposit slip.



Compare the fund totals (above) on the *Clearing Summary Report* with the *Cash Payments Tab* (below) entries.

Notice the totals, per fund, match on both screens.







Deposit Slip Program—Creating the Deposit Slip

For a deposit to be credited by Treasury on the same day it is received, agency personnel must take the cash and 3 copies of a deposit slip to Treasury no later than 2:00 p.m.

Any deposits received after 2:00 p.m. are credited to the next business day, meaning the cash is not available for the agency to spend until at least two days after the deposit is made.

Remember, deposits must <u>clear</u> Treasury before cash is available for an agency to spend.

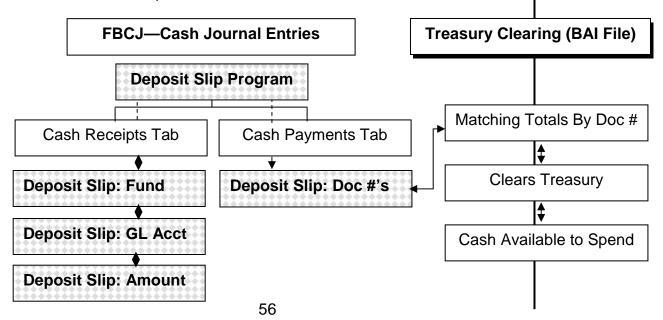
Treasury requires a separate deposit slip for each Electronic Fund Transfer (EFT).

This means agencies that receipt both cash and EFT(s) in a single day must use different transactions to record receipt of the monies and print separate deposit slips.

The *Deposit Slip Program* reads specific Cash Journal entries and creates a composite deposit slip. The deposit slip contains the...

- Fund (taken from Cash Receipts tab).
- Revenue GL Account (taken from Cash Receipts tab).
- Payment Document Number (taken from Cash Payments tab).
- Amount per fund per GL Account (taken from Cash Receipts tab).

The BAI file (Treasury clearing) then matches total amounts by document number before moving the cash from the *Treasury Incoming* GL account to the *Cash In State Treasury* GL account, making it available to spend. If your Cash Journal entries contain an error, the entry will not automatically clear Treasury and your agency's cash will not be available to spend until corrected.



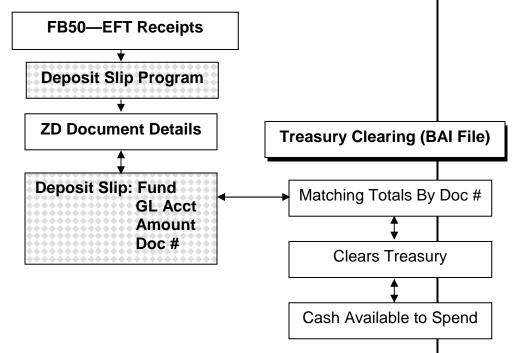




Because Treasury requires a separate deposit slip for each EFT, you can not record the receipt of an EFT along with other cash receipts in the Cash Journal.

Instead, you use **FB50—G/L Account Document** to post an *Electronic Fund Transfer* (ZD document type).

The additional transaction provides another source for the *Deposit Slip Program* to read for deposit slip information.



If you use a Special Revenue account number in either transaction (Cash Journal and/or FB50), the deposit slip program recognizes these entries as Special Revenue. It displays the total amount which will be transferred before prompting you to park the Special Revenue Fund transfer document.

Your initial ZBCJ selections tell AASIS where to look for the deposit slip information.

To format and print a deposit slip for Cash Journal entries:

- 1. Complete the top section of the ZBCJ selection screen.
- 2. Select the "Create Deposit Slip" radio button.
- 3. Execute the transaction.

To format and print a deposit slip for ZD documents (EFT):

- 1. Complete the top section.
- 2. Select the "ZD GL Deposit Slip" radio button.
- Enter the ZD document number.
- 4. Execute the transaction.





Let's compare differences in ZCBJ selections when printing a deposit slip for Cash Journal entries versus a single deposit slip for EFT deposits.

Deposit Slip for FBCJ Entries

Deposit Slip for EFT

Cash Journal Report and Posting			Cash Journal Report and Posting				
&			⊕ ©				
Selection Criteria for Cash Journal Report Company Code Posting Date Cash Journal Number Business Area PRINTER	ARK 07/13/07 6103 ascV		Selection Criteria for Cash Journal Report Company Code Posting Date Cash Journal Number Business Area PRINTER	ARK 07/13/07 6103 ascV			
Cash Journal Run Process Assignment / Invoice Inquiry Assignment / Invoice Number Daily Cash Receipt Summary Create Deposit Slip Create Master Deposit Slip Deposit Slip Creation Criteria Cash Journal Deposit Slip GL cleared doc. Deposit Slip GL cleared doc. Dep. Slip GL uncleared doc. Dep. Slip			Cash Journal Run Process Assignment / Invoice Inquiry Assignment / Invoice Number Daily Cash Receipt Summary Create Deposit Slip Create Master Deposit Slip Deposit Slip Creation Criteria Cash Journal Deposit Slip GL cleared doc. Deposit Slip GL cleared documents GL uncleared doc. Dep. Slip				
ZD GL Deposit Slip ZD Document Number Cash journal numbers Clearing Summary Report Clearing Summary Creation Criteria Cash Journal Clearing Sum.			ZD GL Deposit Slip ZD Document Number Cash journal numbers Clearing Summary Report Clearing Summary Creation Criteria Cash Journal Clearing Sum.	14114095			
○ GL cleared doc. Sum Rpt ○ GL uncleared doc. Sum Rpt			GL cleared doc. Sum Rpt				

AASIS reads your Cash Journal entries for deposit slip information.

AASIS reads the ZD document details for deposit slip information.





Deposit Slip Program—Special Revenue Fund Transfers

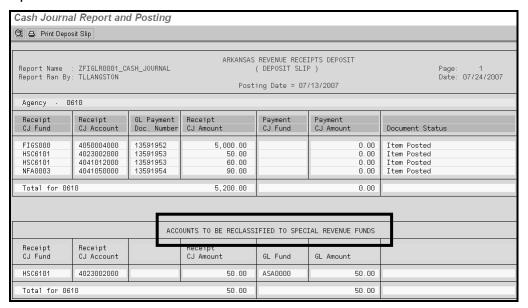
As we've mentioned, if a receipt(s) is credited to a Special Revenue GL account, the deposit slip program also prompts you to park a Special Revenue Fund Transfer document (ZM document type).

AASIS parks the document in the background and DFA-OA posts it. While the person or persons with the *Agency Cash Receipts* role can park the document, most agency users are unable to display the parked document. Agency users can, however, view the posted funds transfer document.

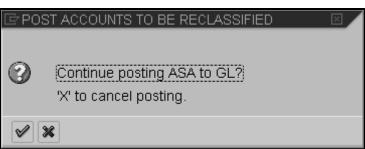
This happens because access to the GL account on the document type is restricted.

Here's how the deposit slip program parks the Special Revenue Fund transfer document.

Once you execute ZBCJ, the *Deposit Slip Program* displays summary totals by fund and GL account to be printed on the deposit slip. The bottom of the screen identifies the amount AASIS will include on the Special Revenue Fund Transfer document.



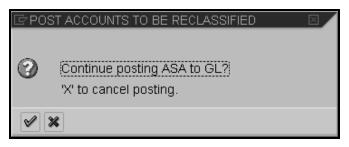
When you press the "Print Deposit Slip" icon system message appears:



Print Deposit Slip this







AASIS is prompting you to park the fund transfer document. Pressing the "Enter" icon tells AASIS to park the ZM document.

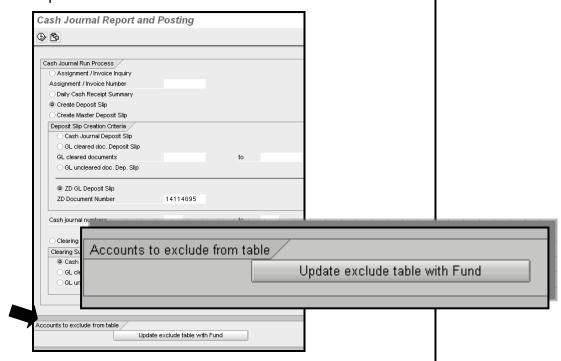
Special Revenue: Remember These Key Points

- All Special Revenue is legally subject to fees before an agency spends it. This means the fund transfer is legally mandated for all Special Revenue receipts. Press "Enter" when printing a deposit slip for the first time.
- Avoid duplicate transfers! If you need to create a duplicate deposit slip, use the "Cancel" icon

This selection prevents you from parking another fund transfer document (removing more money) while allowing you to use the Deposit Slip program to create another deposit slip for a specific day.

Deposit Slip Program—Exclude Cash Funds

For agencies that receipt both Treasury and Cash funds, the deposit slip program also allows agencies to exclude cash fund information from the deposit slip.







Revenue Receipting: Pulling It All Together

Agencies use **FBCJ—Cash Journal** to record cash receipt and deposit details. Agencies also use **ZBCJ—Cash Journal Report & Posting** to validate deposit entries in FBCJ and to print deposit slip information for Treasury funds.

Because Treasury requires a single deposit slip for all EFT receipts, agencies use **FB50—G/L Account Document** to receipt the electronic transfer and ZBCJ (using different selection criteria) to print the deposit slip information (see Chapter 5).

Both FBCJ and ZBCJ are each unique transactions designed to support different revenue collection processes. These business processes also define the type of selections you must make when using these transactions.

Cash Journal: Key Points to Remember

- 1. Designed to record revenue and customer receipts.
- 2. Designed to record fund deposit details.
- 3. Requires two people to complete the transaction. One person enters and saves entries: the other reviews and posts entries.
- 4. Designed to use your selections to create and post financial document(s) for each line you enter in the Cash Journal. AASIS does not display these documents but you can view them by drilling down into posted Cash Journal line entries.
- 5. Records an agency's revenue receipts for the first time in AASIS.
- 6. Designed to automatically debit the Cash Journal GL account with the documents created on the *Cash Receipts Tab*.
- 7. Uses multiple business transaction selections to define the revenue GL account AASIS credits in the financial document(s) on the *Cash Receipts Tab*.
- 8. Designed to automatically credit the Cash Journal GL account with the documents created on the *Cash Payments Tab*.
- 9. Uses the business transaction selection to define the cash GL account AASIS debits in the financial document(s) on the Cash Payments Tab.





ZBCJ—Cash Journal Report & Posting: Key Points to Remember

- 1. Provides two main business functions, the *Clearing Summary Report* and the *Deposit Slip Program*.
- 2. Uses the *Clearing Summary Report* selection to read FBCJ *Cash Receipt* tab entries and summarizes totals per fund. The report displays these totals to help you make summary entries on the *Cash Payments Tab* in the Cash Journal.
- 3. Uses the *Clearing Summary Report* to analyze and identify Special Revenue account totals. The report displays how much cash must be transferred from the agency fund to the Special Revenue Fund "ASA0000."
- 4. Uses the *Deposit Slip Program* to exclude cash funds from Treasury deposit slip information.
- 5. Uses the *Deposit Slip Program* to prompt you to park a Special Revenue Fund Transfer document beginning the Special Revenue business process.
- 6. Uses specific selections to identify and create deposit slips for Treasury funds and Electronic Fund Transfers (EFTs).
- 7. Allows you to look up customer invoice information if you have a document number.

A Look Ahead

- Chapter 4 shows you how to receipt/deposit revenue and customer receipts (including Special Revenue) using Treasury funds and one Cash fund.
- Chapter 5 shows you how to troubleshoot common cash journal entry errors.
- Chapter 6 shows you how to receipt an EFT deposit using FB50 and ZBCJ to create the deposit slip.
- Chapter 7 shows you how to use two reporting tools and one other research transaction.

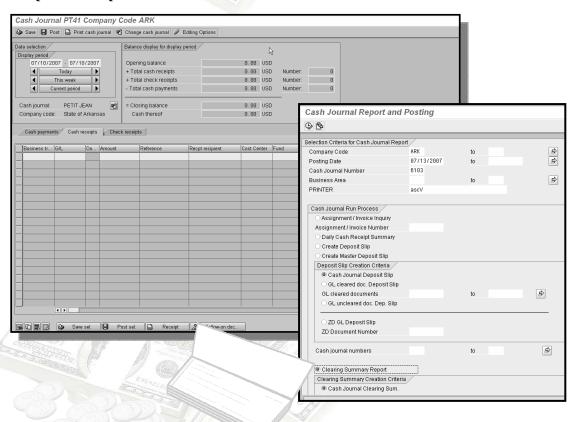
We have also included the "Using FBCJ and ZBCJ to Receipt Revenue" reference desk guide in Chapter 4.



Chapter 4

Using the Cash Journal & Deposit Slip Program To Record Revenue & Customer Receipts Learning Objectives

- Use ZBCJ to Look Up Customer Invoice Information By Document Number
- Use FBL5N to Look Up Customer Invoice Information By Customer Account Number
- Use the Cash Journal To Record 2 Customer Payments
- Use the Cash Journal To Record 1 Revenue Deposit
- Use the Deposit Slip Program to Park a Special Revenue Fund Transfer Document
- Use the Deposit Slip Program to Preview the Treasury Deposit Slip



Class Code: CRCD-RC



Chapter 4: Revenue & Customer Receipting Receipt & Deposit Revenue/Customer Payments



Introduction

As we mentioned in Chapter 2, customer receipts require both additional research and data entry to properly record the receipting details on the *Cash Receipts* tab in the Cash Journal.

In this chapter, we illustrate how to:

- 1. Use two transactions (ZBCJ and FBL5N) to look up customer information before opening the Cash Journal.
- 2. Record both revenue and customer receipts on the *Cash Receipts* tab in the Cash Journal.
- 3. Use the *Clearing Summary Report* to help you complete the *Cash Payments* tab entries.
- 4. Record deposits on the *Cash Payments* tab in the Cash Journal.

Let's begin by reviewing key points to remember when using the Cash Journal.

Cash Journal Key Points

Know your revenue account categories and numbering conventions!

Many of the revenue accounts have similar names but are actually different revenue classifications.

Here are a few examples:

√ 4013009000—Miscellaneous License & Permits

This is a General Revenue account. You always receipt **General Revenue** to Cost Center "383359" Fund "AGA0000" and BA "0610."

√ 4027002000—Miscellaneous

This is a **Special Revenue** account that is subject to 3% fees. Recorded receipts to this account are transferred to Fund "ASA0000" and redistributed (minus 3% fees) at month end.

√ 403090000—Miscellaneous Fees

This is a **Special Revenue** account that is subject to 1.5% fees. Recorded receipts to this account are transferred to Fund "ASA0000" and redistributed (minus 1.5% fees) at month end.

√ 4047099000—Miscellaneous Revenue

This is an **Other Revenue** account that is receipted directly to the agency's fund and, once cleared (BAI file), is available to spend.





- Look up customer invoice information:
 - ✓ Invoice Document Number
 - ✓ Customer Account Number
 - ✓ GL Account Number
 - ✓ Cost Center
 - ✓ Fund
- Confirm the...
 - ✓ Cash journal number
 - ✓ Cash journal date
 - ✓ Cash journal has a zero opening balance
- All Receipts: Use the Cash Receipts tab to record revenue and customer receipt details for Treasury and cash funds.
- Revenue Receipts: Always use the business transaction field to define the revenue account associated with the cash.
 - ✓ Let the cost center derive fund information.
- <u>Customer Receipts</u>: Always use business transaction "1" to define a customer receipt.
 - Enter the cost center from the customer invoice for customer receipts.
 - ✓ Verify the cost center derived the same fund used on the customer invoice for customer receipts.
 - ✓ Enter the GL Account number from the customer invoice in the "Text" field.
 - ✓ Enter the invoice document number in the "Assignment" field.
 - ✓ Enter the customer account number in the "Customer" field.
 - ✓ Let AASIS derive the customer name in the "Reference" field.
- All Receipts/Deposits: Use a WBS Element on Federal Grant receipts & deposits.
- All Deposits: Use the Cash Payments tab to record deposit totals by fund and to create a zero closing balance for the Cash Journal account.
 - ✓ Use business transaction number "5" to define the *Treasury Incoming* account (Treasury funds).
 - ✓ Use business transaction number "0619" to define the Non-AASIS House Bank account (cash funds).
 - ✓ Manually enter the "Fund" and "Business Area" information on the Cash Payments tab.





- All Deposits: Manually enter the "Fund" and "Business Area" information on the Cash Payments tab.
- Know your debits and credits—the Cash Receipts tab debits the Cash Journal account (default) and uses your entries to credit the Revenue or customer account.
- Know your debits and credits—the Cash Payments tab debits the Treasury or Non-AASIS House Bank account and credits the Cash Journal account (default). The total debit and credit entries must bring the Cash Journal closing account balance to zero.
- Know how the background postings work.
 - ✓ <u>Cash Receipts Tab</u>—AASIS posts one accounting document and three background documents for each revenue receipt line.
 - AASIS posts one accounting document and one background document for each customer receipt line, supporting the business integration model.
 - ✓ <u>Cash Payments Tab</u>—AASIS posts one accounting document and one background document for each deposit line you enter.
- Let AASIS calculate the fund totals by using the ZBCJ—Clearing Summary Report after you complete and save Cash Receipt tab entries and before you make Cash Payment tab entries.

Research Customer Information

You can receipt both customer and revenue receipts on the same day in the same cash journal. When both types of receipts are received, it is beneficial to separate them.

You already know the customer receipts require you to look up and use additional information, so you complete the additional research first.

If you only have a customer invoice number, use transaction **ZBCJ—Cash Journal Report and Posting** to look up the additional information you need.

If you have only a customer name, use transaction **FBL5N—Customer Line Item Display** to look up the customer invoice and customer account number.

Once you have the additional information, you are ready to open your agency's Cash Journal and begin recording your daily receipts.





Look Up Invoice Information: Use Document Number

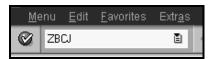
Use the following steps to look up customer invoice information when you know the invoice document number.

In Chapter 3, we told you transaction **ZBCJ—Cash Journal Report** and **Posting** can print deposit slip information by analyzing the contents of a financial document.

You can also use *ZBCJ—Assignment Query* to look up customer invoice information before you record customer receipts on the *Cash Receipts* tab.

Here's how.

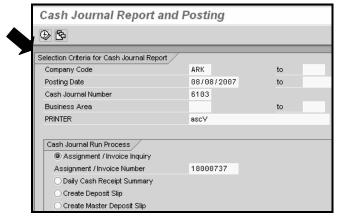
Beginning on the AASIS Access Menu Screen, follow these steps.



1. Type "ZBCJ" in the Transaction Command Field.

2. <Enter>

The Cash Journal Report and Posting Screen appears. Use the top two sections to define the selection criteria for the Assignment Query report.



Selection Criteria for Cash Journal Report

These fields must be completed even though we have not yet made cash journal entries for the day.

3. <Posting Date> (Required).

Our illustration uses <08/08/2007>.

4. <Cash journal number> (Required).

Our illustration uses <6103>.

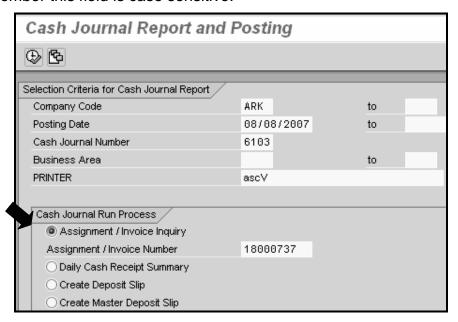
5. <PRINTER> (Network Printer Required).

Our illustration uses <ascV>.





Remember this field is case sensitive.



Cash Journal Run Process

6. Assignment/Invoice Inquiry (Required): Select radio button.

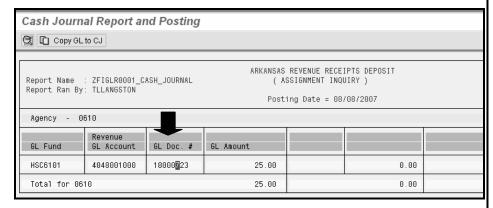
This tells AASIS you want to look up customer invoice information using the assigned invoice document number.

7. Assignment/ Invoice Number (Required): <#######>.

Our illustration uses <18000737>.

8. <Execute>

The Assignment Query screen appears. Use the "GL Doc. #" field to display the invoice document.



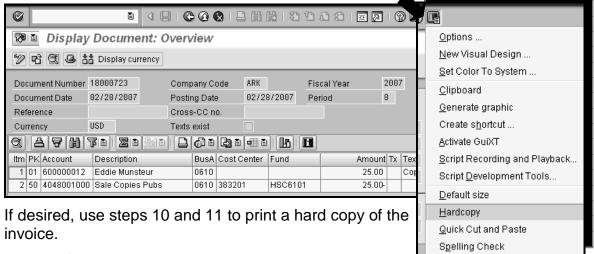
9. Click the "GL Doc Number" field.

This is the only field with the drill down function that displays document information.





The *Display Document: Overview* screen appears, displaying the customer invoice information you need for the *Cash Receipts* tab entries.



Note: Before printing, make sure your document displays the accounting information you need. If it doesn't, change the document layout to display the information you need.

- 10. <Local Layout> ...
- 11. <Hard Copy>.

We want to leave the ZBCJ session open but need to return to the selection screen...

- 12. <Back>
- 13. <Back>

Look Up Invoice Information: Use Customer Number

Use the following steps to look up customer invoice information when you know the customer name and/or account number.

Transaction **FBL5N—Customer Line Items** displays the customer line items (transactional details) for a customer account (s).

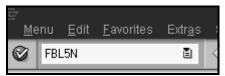
This reporting tool provides access to customer invoice information when you don't know a document number.

For illustration purposes, we use FBL5N to look up an invoice for customer, Rosie Cheeks. We received \$75.00 for training fees but we don't have Rosie's account number.





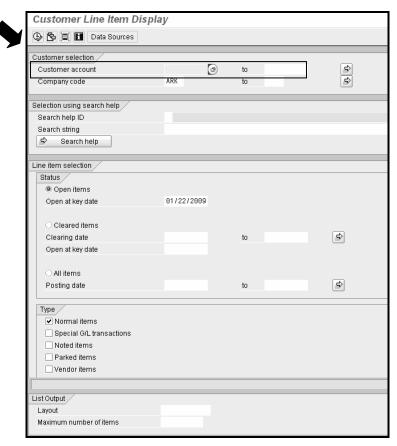
Beginning on the AASIS Access Screen, follow these steps.



- 1. Type "FBL5N" in the Transaction Command Field.
- 2. <Enter>

The Customer Line Item Display screen appears.

- Use the *Dynamic Selections* icon to define your business area.
- Use the "Customer account" field to search for and define the customer account number.

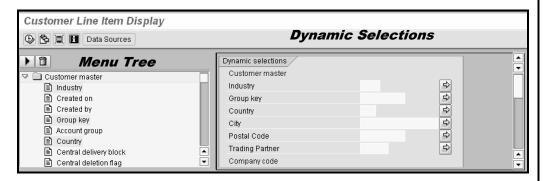


3. < Dynamic Selections > ...



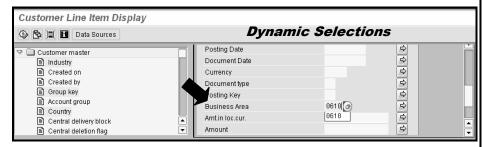


Two (2) *Dynamic Selections* windows appear at the top of the screen, the *Menu Tree (*far left) and *Dynamic Selections* (far right).



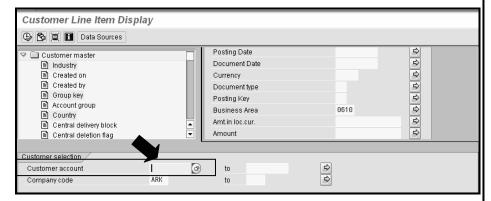
The *Menu Tree* (*left*) lists all the fields available for use in the *Dynamic Selections* window appearing on the right. Some of the standard selection fields will default into the Dynamic Selections window.

Use the scroll bar on the *Dynamic Selections* window to find the "Business Area" field.



4. "Business Area" field: <###>.

Now we need to identify Rosie Cheek's customer account number.



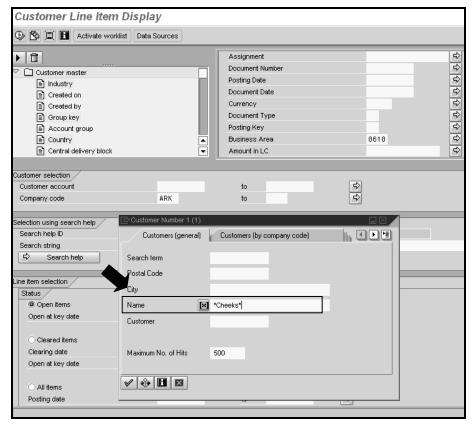
5. Click in the "Customer account" field.

The "Possible Entries" icon appears at the end of the field.





A screen appears displaying five input search fields. In our illustration, we use the "Name" field to look up Rosie Cheeks customer's number.

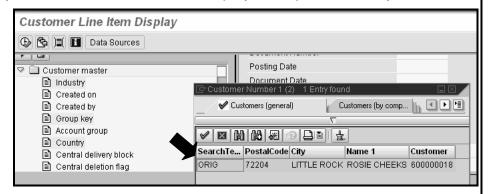


6. Name field: <*Cheeks*>.

This tells AASIS to search for all customer accounts containing the word "Cheeks" anywhere in the name field.

7. <Enter>₩.

Using your search criteria, AASIS displays one possible entry.

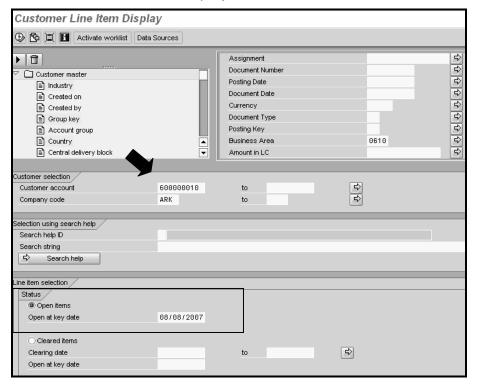


8. Double click the preferred line.





The customer account number displays in the "Customer account" field.

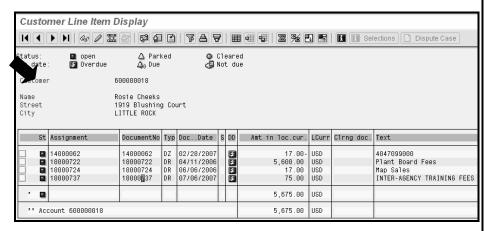


9. Open items: Accept default selection.

This selection restricts the report to open items. A customer receipt applies to an open invoice (item).

10. <Execute> ...

The default report layout appears, displaying open items for account number "60000018."







Customer Line Item Display										
I Selections Dispute Case										
Status: Due date										
Customer 600000018										
Name Rosie Cheeks Street 1919 Blushing Court City LITTLE ROCK										
St	Assignment	DocumentNo	Тур	DocDate	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	14000062 18000722 18000724 18000737	18000722 [18000724 [DR DR	02/28/2007 04/11/2006 06/06/2006 07/06/2007		新秋	17.00- 5,600.00 17.00 75.00	USD USD USD USD		4047099000 Plant Board Fees Map Sales INTER-AGENCY TRAINING FEES
							5,675.00	USD		
** Ac	count 600000018		5,675.00	USD						

About The Report Layout

This default layout lists *Open* customer line items (fields defined below) and provides document drill down functions.

- **Customer**—lists the customer information in a header format for the items listed below it.
- **St**—defines the document status. In this example, we see only open items.
- Assignment—the number, assigned by AASIS or keyed by a user, on the displayed document line item.
- DocumentNo [Document Number]—assigned by AASIS when the document is created.
- Type—defines the *Document Type*, telling you if it is an invoice (DR), payment (DZ), credit memo (DG), or clearing document (AB).
- **Doc. Date**—contains the invoice date.
- **S** [Special GL Indicator]—currently not used.
- **DD** [Due Date]—contains the date payment is due.
- Amt. in. loc. Cur [Amount In Local Currency]—contains the document amount.
- **Cirng** [Clearing] Doc—contains the clearing document number. This field populates if the report includes cleared items. In our example here, we did not run the report for cleared items.
- **Text**—contains reason code or header text information on the customer line.
- [Account] Total—contains total net amounts for the customer account.
- **Grand Total**—appearing at the bottom of the report, this contains the total net amounts for all listed customer accounts.





Customer Line Item Display										
Status: Due date	open Overdue	∆ Park A₀ Due	ed	0		are du				
Customer 600000018										
Name Street City	Rosie Cheeks 1919 Blushing Court LITTLE ROCK									
St	Assignment	DocumentNo	Тур	DocDate	S	DD	Amt in loc.cur.	LCurr	Clrng doc.	Text
	14000062 18000722 18000724 18000737	18000722 18000724	DZ DR DR DR	02/28/2007 04/11/2006 06/06/2006 07/06/2007		**	17.00- 5,600.00 17.00 75.00	USD USD USD USD		4047099000 Plant Board Fees Map Sales INTER-AGENCY TRAINING FEES
							5,675.00	USD		
** Acc	** Account 60000018							USD		

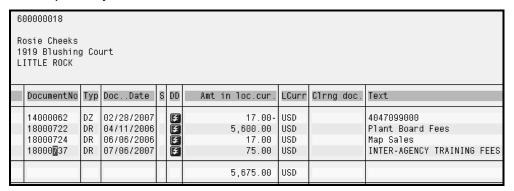
11. Confirm address information.

If you had more than one possible entry based on your search criteria, use the address information to confirm you have selected the correct account.

If the address information does not match, search again using steps 5-10 or contact your receivables person to obtain more information.

In our illustration, we confirmed we have the correct account. Now, we must determine the invoice to which this payment applies. What we know so far:

- We received \$75.00 from Rosie Cheeks
- The payment is for training fees
- A customer invoice is a DR document type
- A customer payment is a DZ document type and should clear or partially clear an invoice



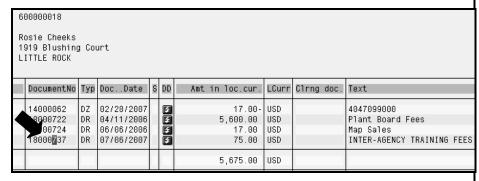
What FBL5N tells us:

- Document "14000062" (line one) is an un-cleared payment for document "18000724" (line three).
- Document "18000722" (line two) is an invoice for Plant Board Fees ("Text" field) totaling \$5,600.
- Document "18000737" (line four) is an invoice for Inter-Agency Training Fees ("Text" field) totaling \$75.00.



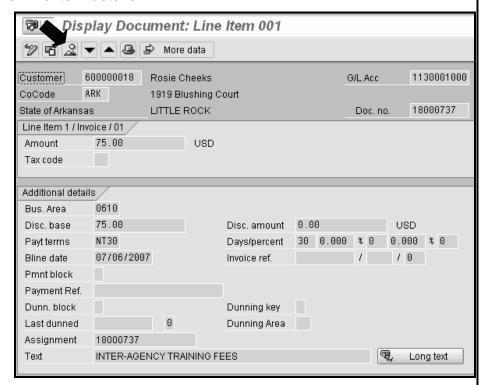


Document "18000737" is the invoice that contains the information we need to enter the customer receipt information in the Cash Journal.



12. Double click document line "18000737."

The *Display Document: Line Item 001* screen appears, displaying the customer line item details.

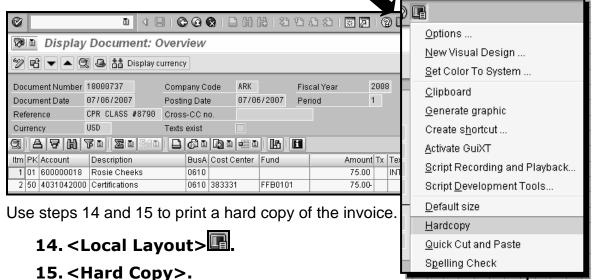


13. <Call Up Document Overview>





The *Display Document: Overview* screen appears, displaying the customer invoice information you need for the *Cash Receipts* tab entries



Note: Before printing, make sure your document displays the accounting information you need. If it doesn't, change the document layout to display the information you need.

If you have any doubts about the invoice information, contact your receivables person prior to making *Cash Receipts* tab entries.

Review

- Look up and use specific information from the customer invoice on the Cash Receipts tab.
 - ✓ Invoice Document Number
 - ✓ Customer Account Number
 - ✓ GL Account Number
 - ✓ Cost Center
 - ✓ Fund
- Use ZBCJ—Assignment Query functions to look up customer information when you know the invoice document number.
- Use FBL5N—Customer Line Item Display to look up customer information when you know the customer name and/or customer account number.
- Print hard copies of the invoice to reference data for the Cash Receipts tab entries (personal preference).
- Use multiple sessions to reference invoice data for the Cash Receipts tab entries (personal preference).
- Contact your agency's receivables person to confirm invoice and/or customer account information.





Open Cash Journal

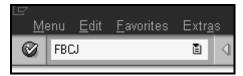
Now that you have the customer information that you need, its time to enter the cash receipts (both revenue and customer) that you have for the day.

The remainder of this chapter shows you how to:

- 1. Open a Cash Journal for the first time.
- 2. Enter four revenue receipts (Cash Receipts tab).
 - a. One General Revenue receipt
 - b. One Other Revenue receipt
 - c. One Federal Revenue receipt
 - d. One Special Revenue receipt
- 3. Enter two customer receipts.
- 4. Use the *Clearing Summary Report* to add fund totals.
- 5. Enter deposits (Cash Payments tab).
- 6. Post Cash Journal entries.
- 7. Exclude cash funds from the Treasury deposit slip.
- 8. Print the Treasury deposit slip.

Let's get started!

Our illustration begins on the Easy Access AASIS Menu screen.



- 1. Type "FBCJ" in the Transaction Command field.
- 2. <Enter>

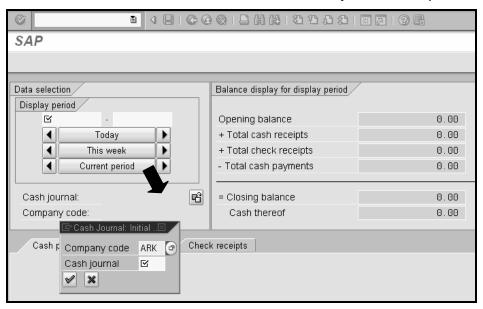




The template screen for Cash Journal entries appears, displaying the "Cash Journal Initial..." control element.

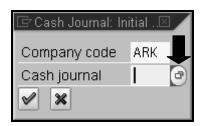
Use the "Cash Journal" field to define the appropriate Cash Journal number.

Note: This selection determines what GL account your entries post to.



3. Click in the "Cash journal" field.

This activates the Possible Entries icon.



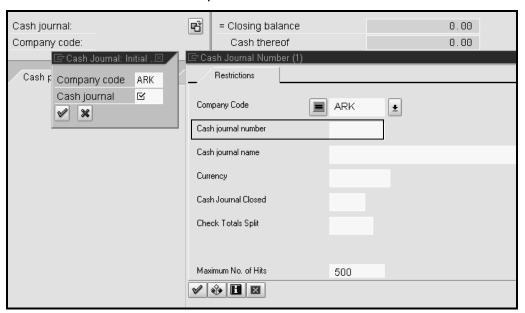
4. <Possible Entries> ...





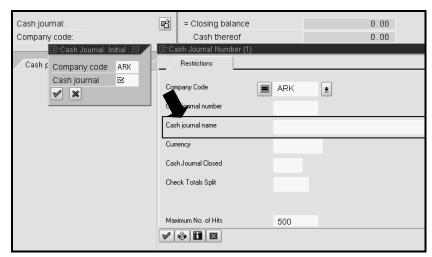
A screen appears providing six input fields you can use to define search criteria.

Of these six fields, the "Cash journal number" or "Cash journal name" field offers the best search options.



About the Cash Journal Search Options

 Cash journal number—uses a cash journal number or wild card search on number combinations.



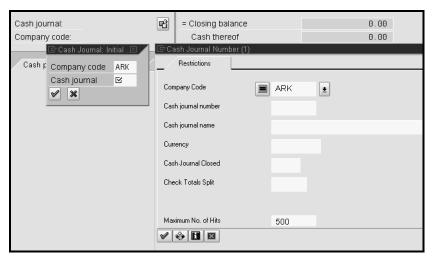
 Cash journal name—uses a cash journal text name or wild card search on name combinations.

The text name for the cash journal is the business area name, for example "APERS Cash Journal."

For agencies using multiple cash journals, the name also describes the division or receipting area.

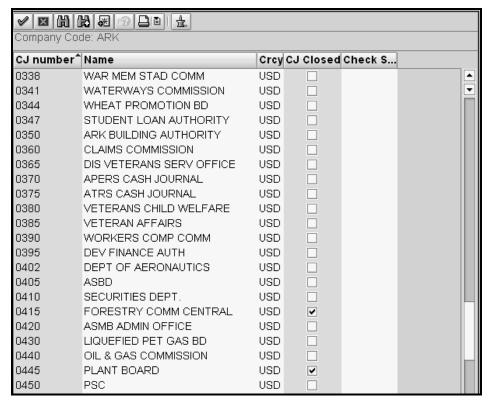






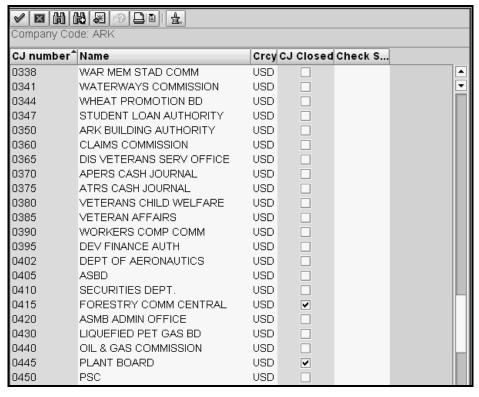
5. To see a list of all cash journal selections, leave the search fields blank; <Enter> ✓.

A drop down menu appears, displaying all cash journal selections. Use the scroll bar to view the complete journal directory.









About the Cash Journal Directory

 CJ number—displays the cash journal number. All journals beginning with a "0" identify the agencies with one receipting area or one cash journal.

Journals that begin with anything other than "0" identify agencies with multiple receipting areas. Use the "Name" field to determine the correct cash journal by receipting area description.

- Name—displays the name of the receipting area/cash journal.
- Crcy—displays the standard US currency setting.
- CJ Closed—displays closed or "blocked to posting" cash journals. Closed journals are restricted to display only.
- Check Spl—standard delivery, not applicable to state processes.



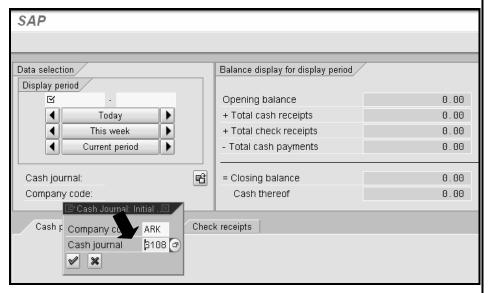


Company Code: ARK											
CJ number	Name	Crcy	CJ Closed	Check Spl.							
5201	ARS CENTRAL ADMIN	USD									
5202	HSRC FINANCE OFF	USD									
5901	GENERAL AGENCY OPERATIONS	USD									
5902	ALT RETIREMENT PLAN	USD									
5903	FEDERAL SURPLUS PROP	USD									
6101	ABC	USD									
6102	DFA INFORMATION SVS	USD									
6103	DFA IATP	USD									
6104	DFA STATE PURCHASING	USD									
6105	DFA EMPLEE BNFTS DIV	USD									
§106	ADMIN OF JUSTICE	USD									
97	ADM JUSTICE CJ2	USD									
6108	DFA-OFF OF ACCTNG	USD									
6109	DFA - OPM	USD									
7101	DHS AR CJ01	USD									

6. Select a cash journal-double click a line.

Our illustration uses Cash Journal "6108—DFA-OFF OF ACCTNG."

The cash journal number populates the "Cash journal" field.



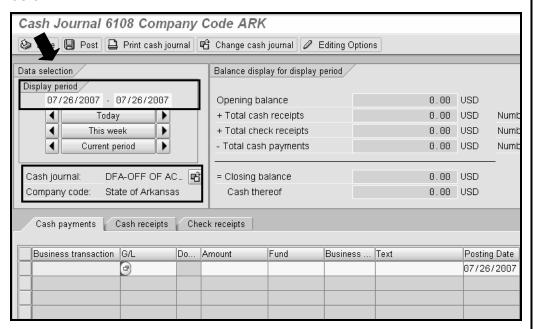
7. <Enter> ₩.



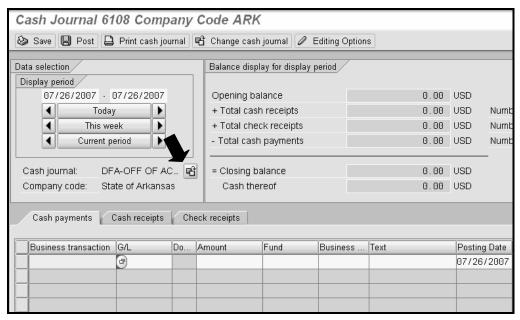


The cash journal screen updates, displaying Cash Journal "6108" defaulting to the current date.

View these updates by referring to the "Data selection" screen element below.



If you realize you have selected the wrong cash journal number, you can change the selection by following these steps:

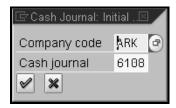


8. <Change Cash Journal>





The "Cash Journal: Initial..." control element re-appears.

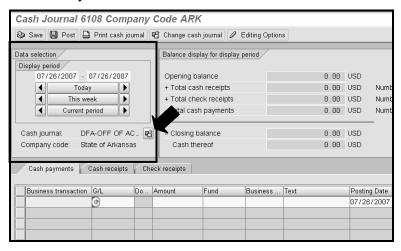


9. Repeat steps 4-7.

Confirm Selections

From this point forward, every time you execute FBCJ, AASIS displays the last cash journal you viewed and/or updated.

Before making any entries to the Cash Journal, complete these confirmations every time.



1. Data selection—"Cash Journal" field: Confirm selection (Always).

Because AASIS opens the last cash journal you viewed and/or updated, use the "Data selection" screen element to confirm the cash journal before making any entries.

Because a cash journal is assigned to a GL account and GL accounts are used by all agencies, AASIS does not prevent you from posting your agency's cash receipts to the wrong Cash Journal account.

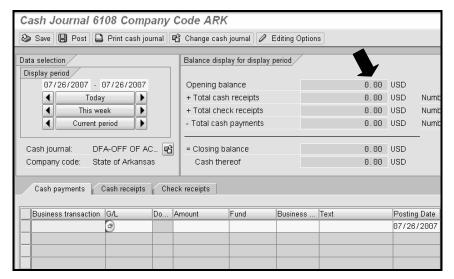
2. Display Period—<Today>

Unless you change your Cash Journal Editing Options to default the current date, confirm you are on the current date before making new entries.

If you are opening the cash journal to research information and/or to post entries which were saved on a different date, you can also use the navigation icons by any of the three date selection categories or simply key the desired date in the "Display period" input fields.







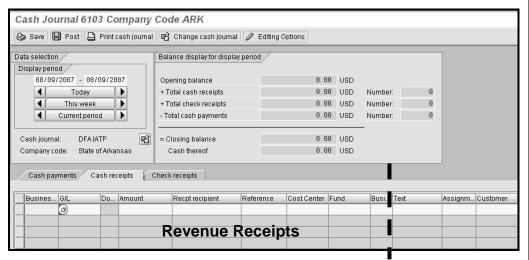
- 3. Balance display for display period "Opening balance" field: Confirm "0.00" balance (Always).
- 4. <Cash receipts> Cash receipts (Always).

Whenever you open a cash journal, the *Cash Payments* tab fields default. Select the *Cash Receipts* tab every time before you begin making entries.

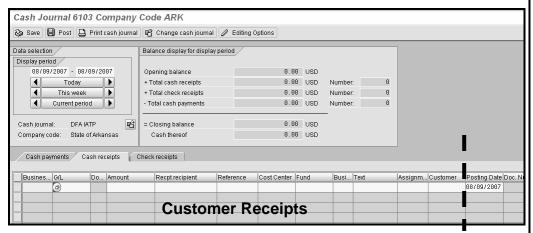




Helpful tip: Use the layout for the *Cash Receipts* input fields to help you remember the different data entry requirements for revenue and customer receipts.



Revenue Receipts: Revenue receipts must have data in every field (including derivations) at the completion of the "Business Area" field.



Customer Receipts: Customer receipts must have data in every field (including derivations) at the completion of the "Customer" field.

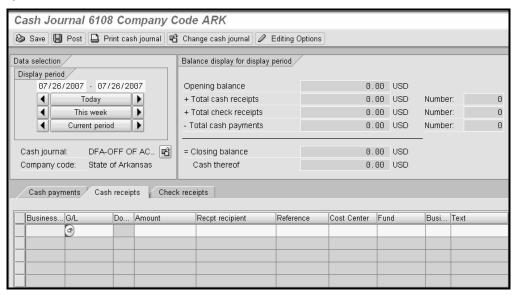




Record Revenue Receipt Detail

Having confirmed cash journal selections, you are now ready to record revenue receipt details on the *Cash Receipts* tab.

We begin with field definitions for the *Cash Receipts* tab and then show you, step by step, how to use this tab to record receipt details with specific selections and entries.

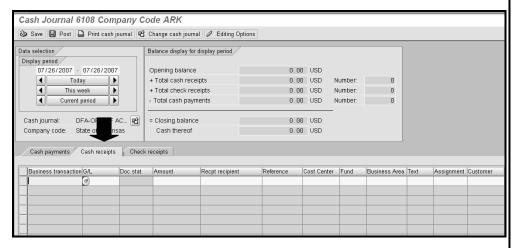


As we talk about the Cash Journal data entry fields, remember AASIS creates and posts documents for each posted line.

- Cash Journal (ZJ) documents debit the Cash Journal GL account; credits the revenue account.
- 2. SPL documents add fund information to cash account line, supporting fund accounting requirements.
- CO documents record the credit entry to the cost center and supports managerial reporting, allowing managers to run controlling reports for account activity in their assigned areas of responsibility.
- 4. FM documents record the receipt of cash and supports cash basis reporting in FM reports.







Cash Receipts Tab-Field Definitions

As we mentioned in Chapter 2, you use different input fields based on the type of cash receipt you are recording. We have defined all of the input fields relevant to recording revenue and customer details.

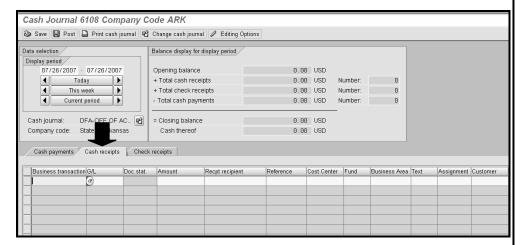
- Business transaction—assigns the revenue account that AASIS credits in the ZJ (Cash Journal) document or identifies the entry as a customer receipt. For revenue receipts, this field uses the GL account description as the business transaction name.
- G/L—defaults the GL account number from the selected business transaction. DO NOT key information to this field.
- Doc. Stat—displays a red light to indicate an entry is not saved, a yellow light to indicate an entry is saved and a green light to indicate an entry (and subsequent background documents) is posted. Use this field to keep from losing entries. Save frequently!
- Amount—defines the amount for the specified revenue account.
 This is a required field.
- Recpt recipient—defines from whom the cash was received.
 This is a required field.
- Reference—defines the check number or method of payment as "cash." This is a required field.
- Cost Center—defines the cost center and most importantly derives the fund and business area information. This is a required field.

NOTE: General Revenue Deposits ALWAYS post to Cost Center "383359."

 Fund—defines the fund receiving the cash and is derived from the cost center. DO NOT manually enter information in this required field.







 Business Area—defines the agency to which the revenue is deposited and is derived from the cost center. DO NOT manually enter information in this required field.

NOTE: General Revenue Deposits ALWAYS post to BA '0610."

- Text—provides optional text entries (up to 50 characters) on the revenue line in the ZJ document.
- Assignment—defines the customer invoice document number.
 This is a required field when entering customer receipts. This field is not used for revenue receipts.
- Customer—defines the customer account number to be credited. The customer account name defaults in the "Recpt recipient" field once you make this entry. This field is not used for revenue receipts.
- Order—defines the internal order for reporting purposes. This is an optional field.
- WBS Element—defines the WBS element for reporting purposes. This is an optional field based on agency business processes.

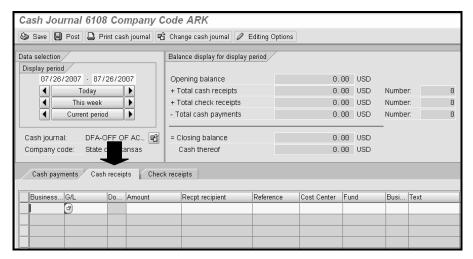




Make Receipt Selections and Entries

At the end of this section, we will have recorded and saved four revenue receipts.

Our first entry records the details for a General Revenue receipt for *Motor Carrier Penalties*.

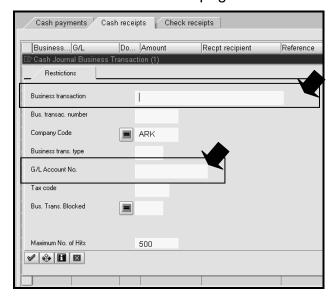


1. Business Transaction (Required): <Possible Entries>

A screen appears providing seven input fields you can use to define business transaction search criteria.

Use this screen to search for business transactions by using either the "Business transaction" search field or the "GL Account No" field. To further restrict your search criteria, you can also use both fields at the same time.

We show you both methods on the next page.







Search Business Transactions by Revenue Description

We know we have received cash as payment for a *Motor Carrier Penalty* and will use this to help us find the business transaction we need.

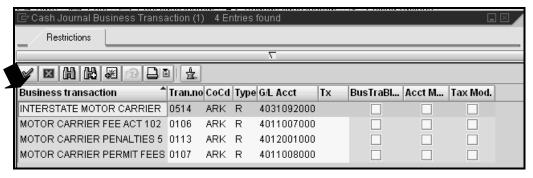


2. Business Transaction field: <*Carrier*>.

Enclosing the search term with asterisks tells AASIS to search all business transactions that contain the word "Carrier" anywhere in the description.

3. <Enter> ✓.

Using your search criteria, AASIS displays four possible entries. Note how each business transaction contains the word "Carrier" somewhere in the name.



About the "Business Transaction" Screen

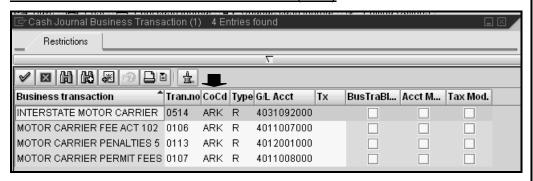
Use this screen to review information about each business transaction.

- Business transaction—displays GL account description.
- Tran.no—displays the business transaction number. AASIS
 uses this number to identify the GL account it credits on posted
 documents.





About the Business Transaction Screen (cont)



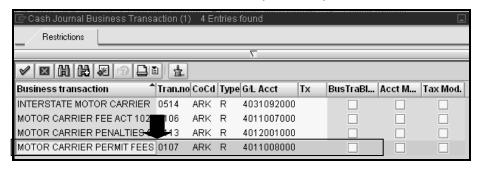
- CoCd—defines the highest level business entity as the State of Arkansas.
- Type—defines the type of account assigned to the business transaction.
 - √ "R" represents a Revenue GL account.
 - ✓ "B" represents a Bank (Cash) GL account.
 - ✓ "D" represents a Customer account (Asset GL Reconciliation account).
- G/L Acct—defines the account number AASIS credits when the entries are posted.

Use this field and your knowledge of the Revenue account numbering conventions to ensure you are choosing the correct revenue classification.

Looking at this list, we can eliminate business transaction number "0514." It is assigned to the wrong revenue account classification.

Business transactions "0106" and "0113" are assigned to the right revenue account classification but do not match the receipt description.

This leaves business transaction "0107." It matches the correct revenue classification and it also matches the receipt description.



4. Double click "Motor Carrier Permit Fees" or arrow down to "Motor Carrier Permit Fees" and <Enter>.

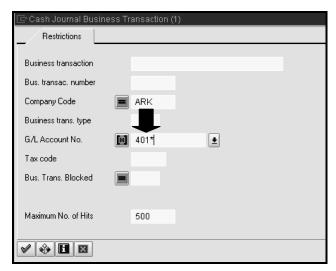
This selects the business transaction and populates the field on the *Cash Receipts* Tab.





Search Business Transactions by GL Account Number

You can also look up business transaction information using the "G/L Account No." field.



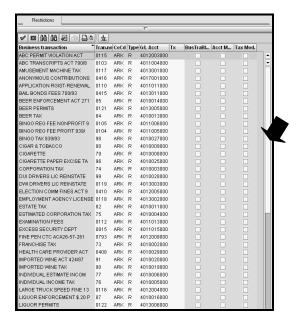
1. G/L Account No. field: <401*>.

This time we place the asterisk at the end of the first three digits in the GL account number range we want AASIS to search.

We use 401* because we know that General Revenue accounts begin with these digits. Here we are telling AASIS to look up all business transactions assigned to GL accounts that begin with 401.

2. <Enter>

Using your search criteria, AASIS displays several matches to your search criteria.







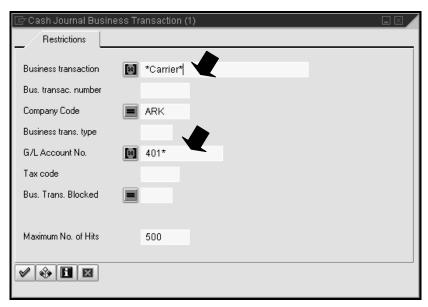
Use the scroll bar or arrow down key to view and select the appropriate match.

Search Business Transactions by Multiple Search Criteria

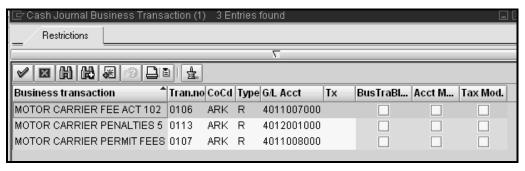
You can also use the "Business transaction" and the "G/L Account No." fields.

If you choose to use multiple search criteria, make sure you understand this method limits what AASIS looks for. It may not display what you need. If this happens, broaden your search by using fewer fields.

Here we use search fields, "Business transaction" and "G/L Account No."



AASIS displays all matches for business transactions assigned to General Revenue accounts containing the word "Carrier" somewhere in the "Business transaction" field.



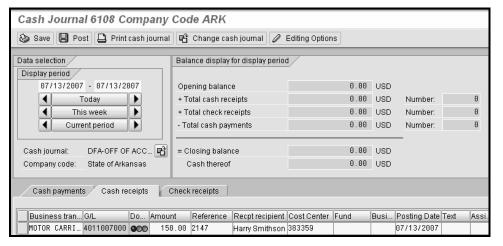
5. Double click the appropriate line.

Our illustration uses Tran.no "0107."





Note: The GL account field updates if you press "Enter" before making other entries. This information defaulted from the business transaction and we are ready to finish this receipt entry.



- 6. Amount field (Required): <150.00>.
- 7. Reference field (Required): <####>.

Our illustration uses "2147."

Use this field to record the check number or "Cash."

8. Recpt recipient field (Required): <Name>.

Our illustration uses "Harry Smithson."

Use this field to record the name of the person the cash was received from.

- 9. *Cost Center* field (Required): <383359> (Always for General Revenue).
- 10. <Enter>.

AASIS uses the cost center to derive the fund and business area information.

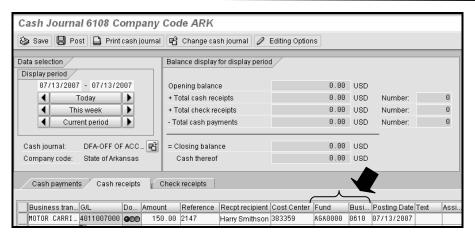
You may also want to complete these optional fields.

- **11.** *Internal Order* field (Optional): If applicable. Not illustrated.
- **12.** *WBS element* field (Optional): If applicable. Not illustrated.
- 13. *Text* field (Optional): <50 Characters>.

Not illustrated. This field allows agencies to store additional text, up to 50 characters, on the document line.







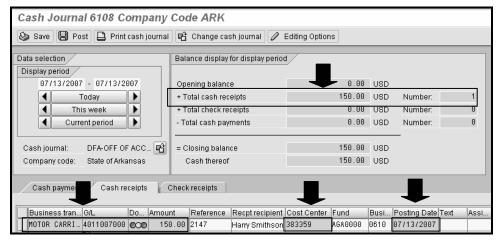
14. Validate Fund and Business Area information.

Because we are receipting General Revenue, we know that Fund "AGA0000" and BA "0610" are correct entries.

Notice the "Doc St" field displays a "Red" light indicator. This means the entry is not saved.

15. <Save>

Several things happen.



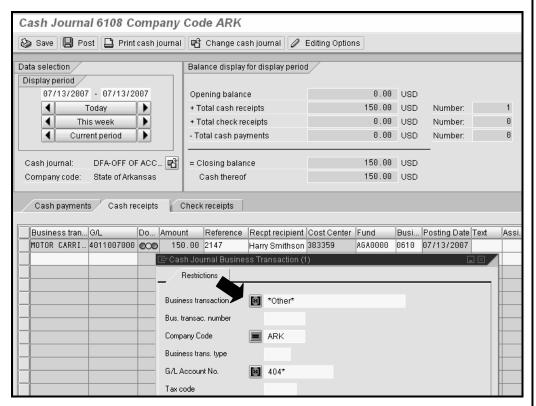
- The "Business Transaction" field closes.
- The "G/L" field closes.
- The "Doc St" indicator changes to yellow.
- The "Amount" field closes.
- The "Cost Center" field closes.
- The "Posting Date" field closes.
- The "Balance display for display period" screen element updates, displaying \$150.00 "+Total cash receipts" and the "Number" field displays one saved line on the Cash Receipts Tab.





Our second entry records the details of an "Other Revenue" receipt recorded to the "Other Fees" GL account. We use a cash fund in this illustration.

We start with the search window for the "Business transaction" field.



We use both the "Business transaction" and "G/L Account No." fields to make our Business Transaction selection.

1. Business transaction field (Optional): <*other*>.

We want AASIS to search all business transactions (GL account descriptions) that contain the word "other" somewhere in the field.

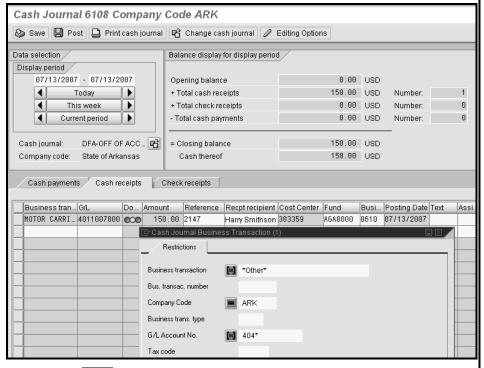
2. G/L Account No. field: (Optional): <404*>.

We also want to limit our search to business transactions assigned to GL accounts beginning with 404* that contain the word "other" somewhere in the description.

We use 404 because we know 404 revenue accounts are classified as "Other Revenue."

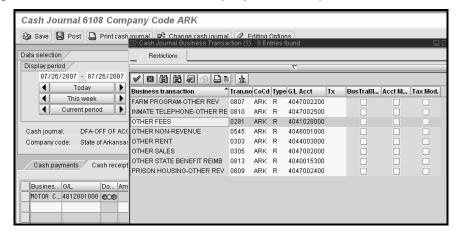






3. <Enter>₩.

Using our search criteria, AASIS displays a list of possible matches.

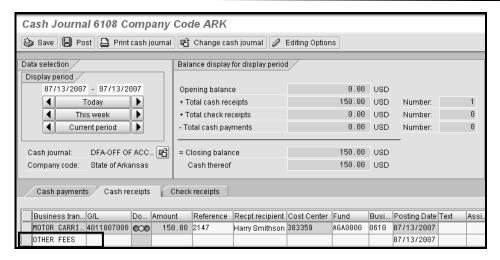


4. Arrow down list to "Other Fees" Double click the line or <Enter> ☑.

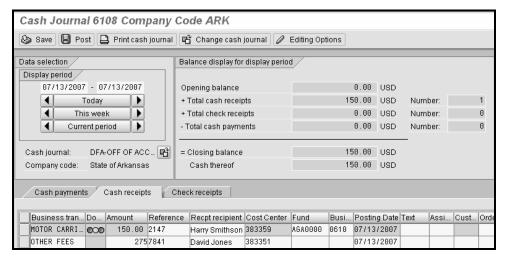
The "Business transaction" field updates.







Let's finish the entries.



5. Amount field (Required): <\$\$\$>.

Our illustration uses <275.00>.

6. Reference field (Required): <Check number>.

Our illustration uses "7841."

7. Recpt recipient field (Required):<Name>.

Our illustration uses "David Jones."

8. Cost Center field (Required): <#####>.

Our illustration uses "383351."

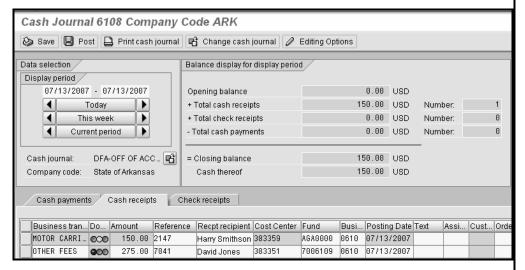
9. <Enter>.





Cash Fund "7006109" and Business Area "0610" derive from the cost center, updating the "Fund" and "BA" fields.

Note the GL account field also updates from the "Business Transaction" field.



10. Validate "Fund" and "Business Area" information.

You may also want to complete these optional fields.

11. Internal Order field (Optional): If applicable.

Not illustrated.

12. WBS element field (Optional): If applicable.

Not illustrated.

13. Text field (Optional): <50 Characters>.

Not illustrated. This field allows agencies to store additional text, up to 50 characters, on the document line.

The document status field light changes to yellow.

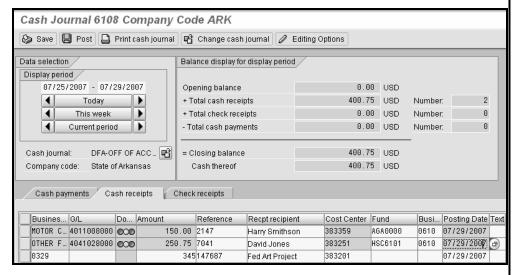
In our next entry, we receipt Federal revenue using Business Transaction no "0329," Federal Grants and Reimbursements.

This time we use a WBS Element because it is a reporting requirement for Federal Grants.

Our instructions begin with the "Amount" field on the next page.







1. Amount field (Required): <\$\$\$>.

Our illustration uses <345.00>

2. Reference field (Required): <Check number>.

Our illustration uses "147687."

3. Recpt recipient field (Required): <Name>.

Our illustration uses "Fed Art Project."

4. Cost Center field (Required): <#####>.

Our illustration uses "383201."

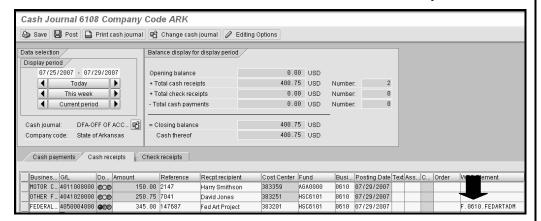
5. <Enter>.





The cost center derives Fund "HSC6101," Business Area "0610" and the "G/L" field updates, displaying account "4050004000".

We need to add the WBS element before we save this entry.



6. WBS Element field (Required on Federal Grants) <Up to 22 Characters>.

Our illustration uses <F.0610.FEDARTADM>

7. <Enter>.

8. Confirm "Fund" information.

We do this a second time to make sure the WBS element did not overwrite the fund derivation from the cost center.

Remember, statistical WBS elements do not derive fund information but a non-statistical WBS element does.

If the fund information does change, contact your agency's project or fiscal manager.



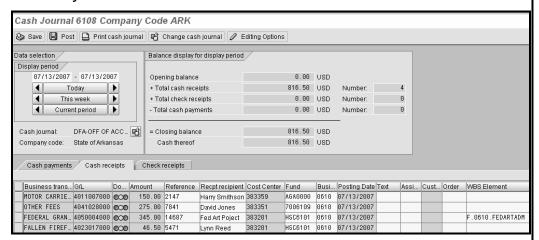


Here our illustration includes a fourth saved entry. This new entry is a receipt recorded to the *Fallen Firefighter Memorial License* GL account. Notice this G/L account is classified as Special Revenue.

Look at the "Balance display for display period" fields. The "+Total cash receipts" field displays the total amount we have entered on the *Cash Receipts* tab. The "Number" field also tells us this total comes from "4" lines saved on the same tab.

The "=Closing balance" field also displays a balance. This tells us we have not finished the business process.

We still need to record the deposit amounts, by fund total, using the *Cash Payments* Tab.



Record Customer Receipt Detail

Use the following information to record customer receipt details on the *Cash Receipts* tab.

Keep these key points in mind.

- Always use Business Transaction "1" for customer receipts.
- For the clearing process to work correctly, customer receipt accounting details must match accounting details on the customer invoice.
- While revenue receipts and customer receipts use some of the same input fields, HOW you use these fields may differ for customer receipts.
- Customer receipts require additional research and data entry (see the beginning of this chapter).





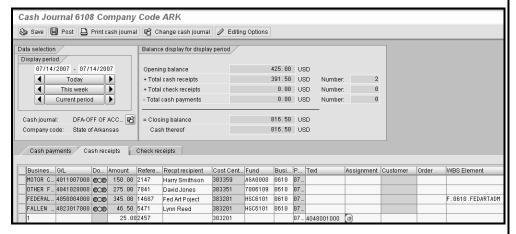
- The Cash Receipts Tab background documents are different for customer payments:
 - Customer Payment document is a DZ document type instead of a ZJ.
 - This document supports the customer clearing process by crediting the customer account and debiting the Cash Journal account.
 - ✓ SPL document adds fund information to cash account line, supporting fund accounting requirements.
 - If the fund information on the customer payment is not the same fund information on the customer invoice, the SPL document records a Due To/Due From (DT/DF)balance between these funds once the customer clearing process finishes.
 - A DT/DF balance caused by incorrect *Cash Receipt Tab* entries is an accounting error that must be fixed by the agency.
- Entries to the Cash Payments Tab are the same for customer payments and revenue receipts.





Make Customer Receipting Selections and Entries

Using the customer information we looked up at the beginning of this chapter, in this section we show you how to enter customer receipts.



1. Business Transaction (Required): <1>.

ALWAYS use Business Transaction "1" for customer receipts.

This selection tells AASIS to post a customer payment (DZ) document once the Cash Journal line is posted. The DZ document credits the customer account supporting the customer clearing process and debits the cash journal account.

2. *Amount (Required):* <\$\$\$>.

Our illustration uses <25.00>. This amount matches the full amount on our reference invoice.

Even though our example uses the full invoice amount, please keep in mind the receipt amount and the invoiced amount do not have to match.

3. Reference (Required): <###>.

Our illustration uses <2457>.

This field records the method of payment, i.e. check number or "Cash."

4. *Cost Center* (Required): <#####>.

Our illustration uses cost center <383201>. This matches the cost center on our reference invoice and will derive the same fund information.

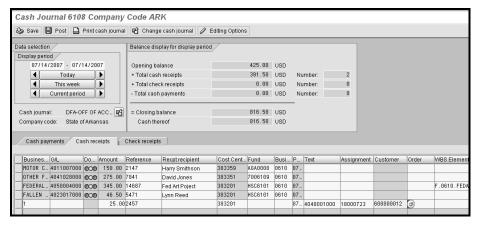
5. Text (Required): <Invoice GL Account #>.

Our illustration uses <4048001000>. This is the GL account used on the customer invoice.

Always enter the GL account number from the customer invoice in this field. If you don't, the deposit slip information will be incomplete and Treasury won't accept the deposit.







6. Assignment (Required): < Invoice Doc #>.

Our illustration uses <18000723>. This is our customer invoice document number.

ALWAYS use the customer invoice document number in this field.

7. Customer (Required): < Customer Account #>.

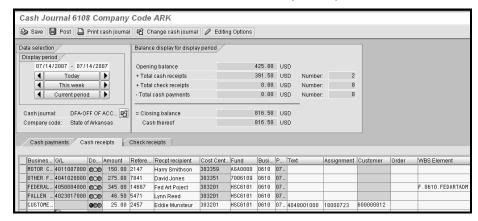
Our illustration uses <60000012>. This is the customer account number on our reference invoice.

ALWAYS use the invoice customer account number in this field.

8. < Enter>.

AASIS populates the "Recpt. recipient," "Fund" and "Business Area" fields.

The cost center derives the fund and business area information. The customer account number derives the receipt recipient information.

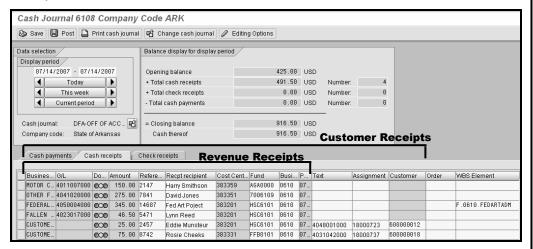


- 9. Validate derived data.
- 10. If applicable: <Internal Order>
- 11. If applicable: <WBS Element>.
- 12. < Save> ^{ॆॐ Save} .





In the picture below we used steps 1-10 to record one more customer receipt.



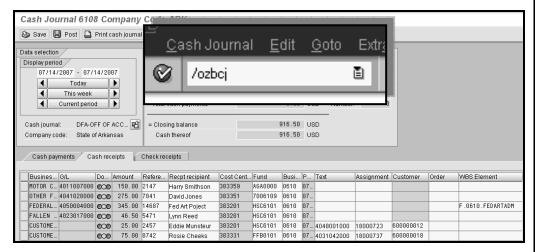
Note: Revenue receipt entries stop at the "Business Area" field. Customer receipt entries stop at the "Customer" field.

ZBCJ—Clearing Summary Report

We've mentioned that the *Clearing Summary Report* in ZBCJ uses AASIS to calculate and total *Cash Receipt* entries by fund for you.

This is especially helpful if you have entered and saved several receipts to multiple funds.

Using the "Transaction Command" field, we execute ZBCJ from the Cash Journal screen.



1. Type "/OZBCJ" in the Transaction Command field.

/o tells AASIS to maintain the current Cash Journal session and to open a new session for "ZCBJ".

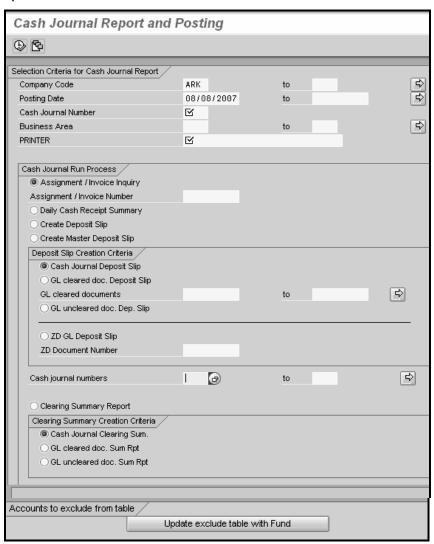
2. <Enter>





The Cash Journal Report and Posting selection screen displays and the Cash Journal (FBCJ) screen minimizes but does not close.

Note: We provide more information about excluding cash funds later in this chapter.



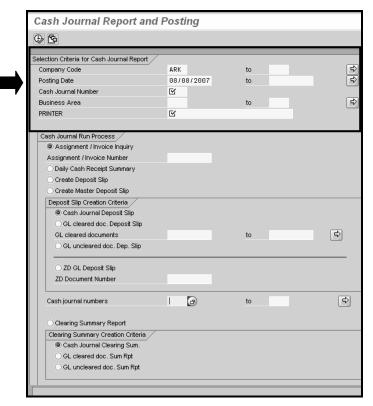
About the Cash Journal and Report Selection Screen

Use this screen to define the ZBCJ functions that you want to use:

- 1. Clearing Summary Report
- 2. Print Treasury Deposit Slip
- 3. Print EFT Deposit Slip
- 4. Exclude Cash Fund from Deposit Slip







Field Definitions

Selection Criteria for Cash Journal Report—use this section to identify the Cash Journal AASIS reads to create deposit slip information and the network printer to print the deposit slip.

- Company Code—defines the highest level business entity as the State of Arkansas. In most transactions, "ARK" defaults in this field. Accept the default or enter "ARK," always. This is a required field.
- Posting Date—defines the Cash Journal posting date that contains the posted entries AASIS uses to create the deposit slip. This is a required field.
- Cash journal number—defines the cash journal that contains the posted entries AASIS uses to create deposit slip information. AASIS also uses this field to add the agency address information to the deposit slip. This is a required field.
- Business Area—tells AASIS to use entries based on business area information. AASIS reads all cash journal entries containing the identified business area(s). Use of this optional field is rare.
- PRINTER—defines the <u>network</u> printer used to print the deposit slip. This field is required and is also CASE SENSITIVE.





⊕ ©			
			 -
Selection Criteria for Cash Journal Report			
Company Code	ARK	to	
Posting Date	08/08/2007	to	
Cash Journal Number	☑		
Business Area		to	
PRINTER	☑		
Cash Journal Run Process			
 Assignment / Invoice Inquiry 			
Assignment / Invoice Number			
O Daily Cash Receipt Summary			
Create Deposit Slip			
Create Master Deposit Slip			
Deposit Slip Creation Criteria			
Cash Journal Deposit Slip			
◯ GL cleared doc. Deposit Slip			
GL cleared documents		to	
GL uncleared doc. Dep. Slip			
ZD GL Deposit Slip			
ZD Document Number			
Cash journal numbers	I 🙆	to	
Clearing Summary Report			
Clearing Summary Creation Criteria			
© Cash Journal Clearing Sum.			
◯ GL cleared doc. Sum Rpt			
GL uncleared doc. Sum Rpt			

Cash Journal Run Process—use this section to make a variety of reporting and deposit slip selections.

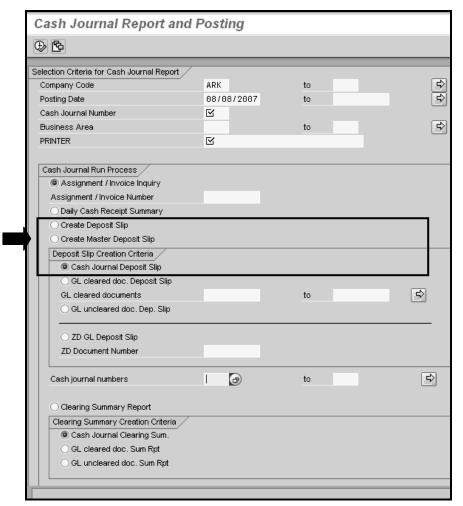
 Assignment/Invoice Inquiry—tells AASIS you want to use ZBCJ to view customer invoice information. Use this selection when you are recording a customer receipt and know the invoice number for which the payment applies.

We do not use this field in this training manual.

- Assignment/Invoice Number—defines the customer invoice document number you want to view. Use this field in conjunction with the "Assignment/Invoice Inquiry" selection.
 - We do not use this field in this training manual.
- Daily Cash Receipt Summary—provides a listing of total receipts by GL account and fund. This is an optional reporting option.







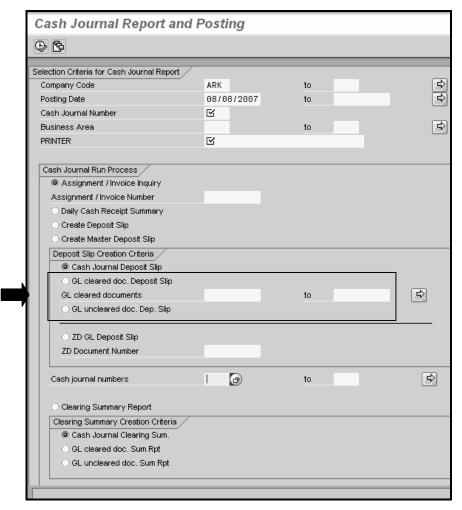
- Create Deposit Slip—tells AASIS you want to create a deposit slip using the posted entries in the Cash Journal you defined on the Selection Criteria for Cash Journal Report fields above it.
- Create Master Deposit Slip—tells AASIS you want to create a master deposit slip for multiple receipting areas. Define multiple receipting areas using the "Cash journal numbers" field located in the *Deposit Slip Creation Criteria* section. This is an optional field.

Deposit Slip Creation Criteria—use this section to define deposit slip criteria.

 Cash Journal Deposit Slip—uses the posted entries in a Cash Journal to format a Treasury deposit slip for printing.
 This is a required field when creating Treasury deposit slips.







- GL cleared doc. Deposit Slip—Used in limited circumstances for agency specific business processes.
- GL cleared documents—Used in limited circumstances for agency specific business processes.
- GL uncleared doc. Dep. Slip—Used in limited circumstances for agency specific business processes.

The circumstances for using the above selections are specific to an agency's business process and therefore not covered in this training manual.





Selection Criteria for Cash Journal Report Company Code	ARK	to	1
Posting Date	08/08/2007	to	
Cash Journal Number	₩ ☑	10	l
Business Area		to	
PRINTER	\subseteq	10	
FINISTER			
Cash Journal Run Process			
Assignment / Invoice Inquiry			
Assignment / Invoice Number			
O Daily Cash Receipt Summary			
Create Deposit Slip			
Create Master Deposit Slip			
Deposit Slip Creation Criteria			
Cash Journal Deposit Slip			
GL cleared doc. Deposit Slip			
GL cleared documents		to	₽
GL uncleared doc. Dep. Slip			
◯ ZD GL Deposit Slip			
ZD Document Number			
Cash journal numbers	1 @	to	<u> </u>
Clearing Summary Report			
Clearing Summary Creation Criteria			
Cash Journal Clearing Sum.			
◯ GL cleared doc. Sum Rpt			
GL uncleared doc. Sum Rpt			

 ZD GL Deposit Slip—tells AASIS you want to create a deposit slip for an Electronic Fund Transfer using a specific document number instead of the Cash Journal.

This is required for all EFT deposits created using transaction FB50.

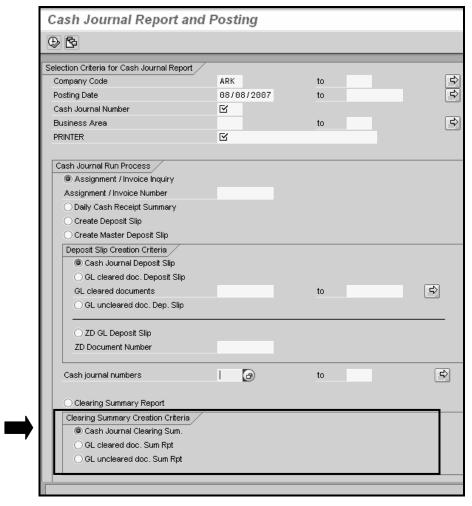
 ZD Document Numbers—defines the ZD document number that AASIS reads to create deposit slip information.

This is required for all EFT deposits created using transaction FB50.

- Cash journal numbers—defines Cash Journal numbers AASIS reads to create a Master deposit slip for multiple receipting areas.
- Clearing Summary Report—tells AASIS you want to run the Clearing Summary Report.







Clearing Summary Creation Criteria—use this section to define the criteria of the Clearing Summary Report.

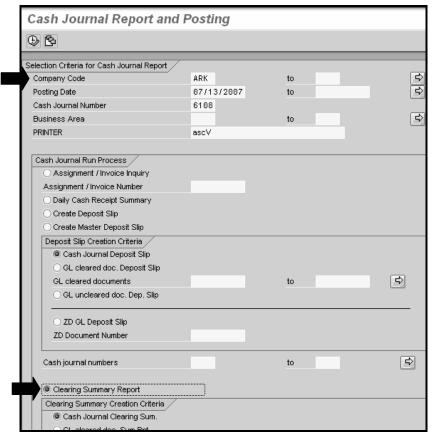
- Cash Journal Clearing Sum.—tells AASIS to use the saved or posted entries on the Cash Receipts Tab in the Cash Journal (defined in the first section) to create the report.
 - This is a required selection when running the Clearing Summary Report.
- GL cleared doc. Sum Rpt—Not used in current business processes.
- GL uncleared doc. Sum Rpt— Not used in current business processes.





Make Clearing Summary Report Selections

The following steps show you how to run the *Clearing Summary Report*.



- 1. Company Code field (Required): <Accept Default>.
- 2. Posting Date field (Required): <#####>.

Our illustration uses "07/13/07" as the Cash Journal Posting date.

- 3. Cash Journal Number field (Required): <###>
 Our illustration uses "6108."
- 4. *PRINTER* field (Required): <Network Printer Name>.

Our illustration uses "ascV." Remember this field is case sensitive.

- 5. Clearing Summary Report (Required for this purpose): Select radio button.
- 6. Cash Journal Clearing Sum: Accept default selection.
- 7. <Execute> ...

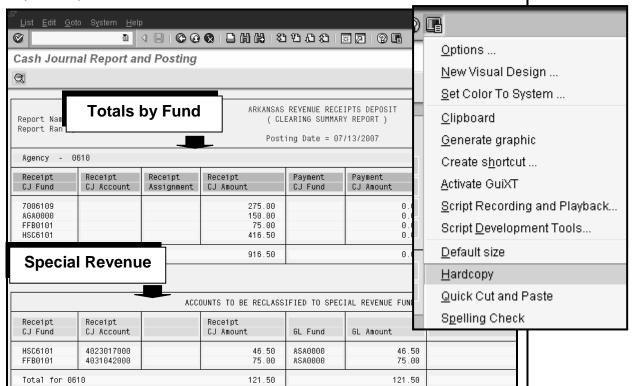




The Clearing Summary Report displays.

The top section of the report lists the fund totals calculated from the *Cash Receipts* tab entries saved on "07/13/07" in Cash Journal "6108."

The bottom section lists the Special Revenue amounts, along with the agency receipting fund, that will be transferred at the time we create a deposit slip.



We are now ready to use this report to help us make entries on the *Cash Payments Tab*.

A hard copy of the *Clearing Summary Report* is probably the simplest way to enter the displayed amounts in the Cash Journal.

Before making any entries on the *Cash Payments Tab*, make sure the totals in the *Clearing Summary Report* are the same as the totals listed in the "Balance display for display period" section of the Cash Journal.





Use Clearing Summary: Make Cash Payments Tab Entries

Cash Payments Tab: Key Points

- Verify you have selected the Cash Payments Tab.
- Record one line per fund.
- Use Business Transaction "5—Clearing to Treasury" for Treasury funds (ALWAYS).

This tells AASIS to debit the *Treasury Incoming* (Bank) Account and to credit the Cash Journal GL account in the documents AASIS creates once the entries are posted.

Use Business Transaction "0619—CIB—Non AASIS House Bank ACCT" or select the appropriate transaction for your House Bank for cash funds.

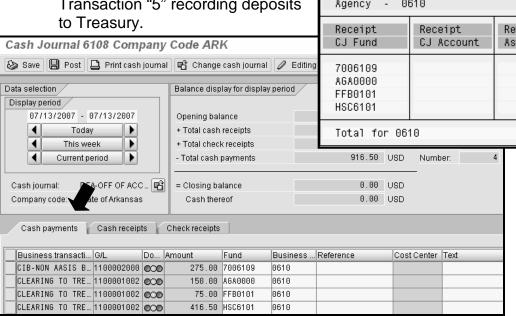
This tells AASIS to debit the agency House Bank or Non-AASIS House Bank Account and to credit the Cash Journal GL account in the documents AASIS creates once the entries are posted.

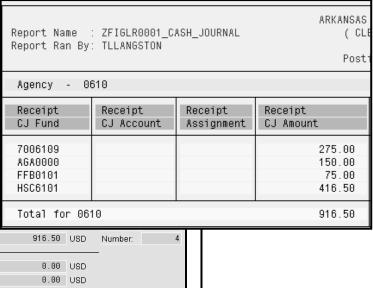
Manually enter "Fund" and "Business Area" information on each line.

We used the Clearing Summary Report to enter and save entries to the Cash Payments Tab.

1. Line one uses Business Transaction "0619" because we deposited to a cash fund in a Non-AASIS House Bank.

2. Lines two-four use Business Transaction "5" recording deposits



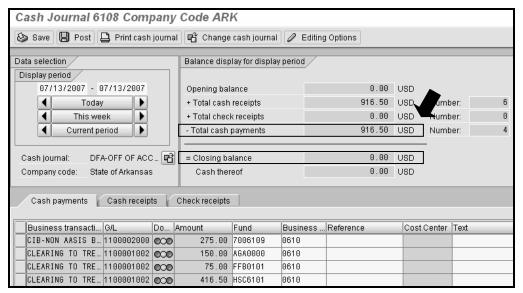






About Cash Payments Tab Entries

As we mentioned, you use the *Cash Payments* tab to record deposits by fund. Because this tab is used only for the deposit, it requires fewer data entry steps



Above, once we saved the *Cash Payments Tab* entries, the *Balance display for display period* screen element updated, displaying the cash payments balance in the "-Total cash payments" field and a zero closing balance in the "-Closing balance" field.

This tells us we have completed the required receipting activities and are now ready to ask the person with the *Agency Cash Deposit* role to:

- 1. Review the entries and validate cost center/fund combinations.
- 2. Re-count the actual cash and confirm the amount equals the amount displayed in the "-Total cash payments" field.
- Post each tab.

Post the Cash Journal

You <u>must</u> post the *Cash Receipts* tab entries **before** you can post the *Cash Payments* tab entries.

This means when you finish validating the Cash Journal entries, remember to select the *Cash Receipts Tab* before attempting to post.

If you forget to do this, AASIS displays a similar message to the one below (typically at the bottom of your screen):

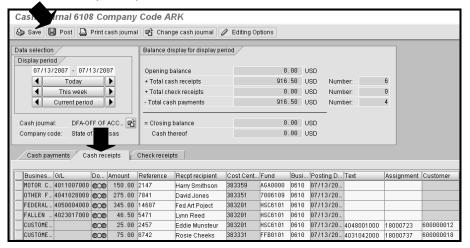


AASIS read the first line of the *Cash Payments Tab* (above). This message means AASIS can't find posted receipts for the listed "BA," "Fund" and "Amount."





Follow these steps to post Cash Journal entries.



1. <Cash Receipts Tab> (Required)

Cash receipts

2. <Post>

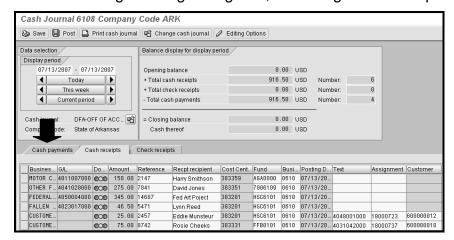
AASIS displays this message.



This message means you can not make and save entries to the Cash Journal. However, since the entries are already saved this message does not prevent you from posting these entries.

3. <Enter>**☑**.

The "Doc status" light changes to green, indicating the entries posted.



Click the Cash payments tab and repeat steps 1 –
 3.



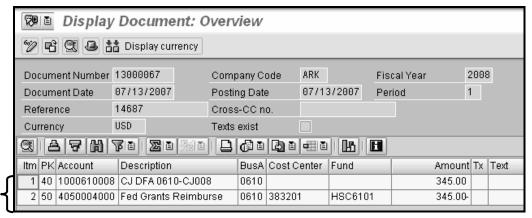


The green light in the *Document Status* column means AASIS has created and posted an accounting document along with other background documents on each tab.

Remember, you can view these documents by double clicking on any posted line. AASIS displays the list of posted documents for that line.

Cas	sh payı	ments Ca	sh rec	eipts	C	heck recei			
Busi	ines	F	Reference						
мото	OR C	4011007000	000	150.0	0 2	2147			
ОТНЕ	R F	4041028000	000	275.0	0 7	'841			
FEDE	RAL	4050004000	000	345.0	0 1	4687			
FALL	.EN	4023017000	000	46.5	0 5	5471			
CUS	<u> </u>	of Document	s in Ac	counting	ı				
CUS	Doc	uments i	n A	ccoun	tin	g			
	Objec	t type text			oc.	Number			
	Accou	nting docume	nt	0	013	8000065			
	Spec.	purpose ledg	1	000	091900				
	Contr	olling Docume	0	0100090300					
	Funds	Managemen	t doc	1	000	086080			

Above we have double clicked line one and AASIS displayed the "List of Documents in Accounting" window. Next we double clicked the "Accounting document" line, and the cash journal document displayed.



This is the cash journal accounting document (ZJ) that AASIS created using pre-configured settings and our *Cash Receipts Tab* revenue receipt entries.

Notice AASIS debited the cash journal account (line one) and credited the federal revenue account (line two).





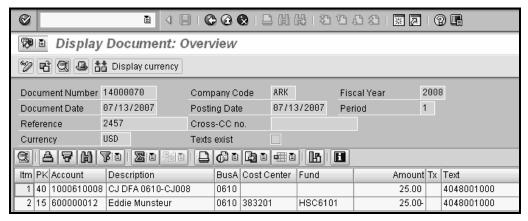
In the below picture we double clicked line five (the first customer receipt).

Cash p	Cash payments Cash receipts Check receipts														
Busines	Busines G/L Do Amount Reference Re														
MOTOR C	4011007000	000	150.00	2147	Hai										
OTHER F	4041028000	000	275.00	7841	Dav										
FEDERAL	4050004000	000	345.00	14687	Fed										
FALLEN	4023017000	000	46.50	5471	Lyn										
CUSTOME	E	25.00													
CUSTOM	🖻 List of Docum	nents i	n Accountii	ng											
	Document	s in	Accou	nting											
	Object type text			Doc. Numbe	er										
	Accounting doc	ument		001400007	D										
	Spec. purpose	ledger	,	100009190	4										

Note: In this example, AASIS only created one accounting document (customer payment) and one background document (Special Purpose Ledger).

AASIS posted FM and CO documents at the time the customer invoice document was posted.

Double clicking the "Accounting document" line displays the customer payment (DZ) document.



Notice AASIS debited the cash journal account (line one) and credited the customer account (line two).

Using ZBCJ selections next, we create/print our deposit slip, excluding Cash Fund "7006109." Note: All journal entries must be posted before you run the *Deposit Slip Program*.

Because we have receipted Special Revenue in our cash journal, we will also park a Special Revenue fund transfer (ZM) document. This document moves money from the agency fund (recorded in the Cash Journal) to holding Fund "ASA0000."





ZBCJ—Deposit Slip Program

In this section, we show you how to use the ZBCJ *Deposit Slip Program* features to:

- 1. Exclude cash fund information from the Treasury deposit slip.
- 2. Format Treasury deposit slip information for printing.
- 3. Park a *Special Revenue Fund Transfer* (ZM document type) in the background.

Exclude Cash Funds from Treasury Deposit Slip

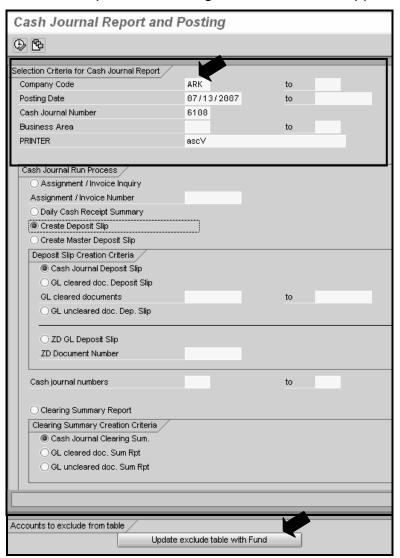


- 1. Type "ZBCJ" in the Transaction Command field.
- 2. <Enter>





The Cash Journal Report and Posting selections screen appears.



- 3. Company Code field (Required): <Accept Default>.
- 4. Posting Date field (Required): <#####>.

Our illustration uses "07/13/07" as the Cash Journal Posting date.

- 5. Cash Journal Number field (Required): <###>.
 Our illustration uses "6108."
- 6. PRINTER field (Required): <Network Printer Name>.

Our illustration uses "ascV." Remember this field is case sensitive.

7. <Update exclude table with Fund>

Update exclude table with Fund



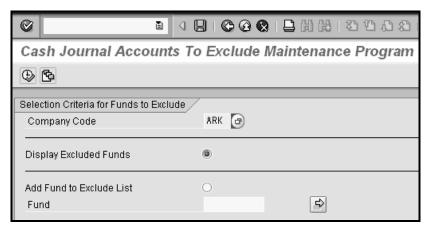


The Cash Journal Accounts To Exclude Maintenance Program screen displays. Use this screen to:

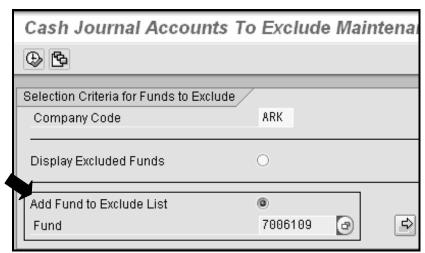
- View saved excluded entries.
- Define cash funds for exclusion.
- Delete cash funds from the exclude table.

AASIS saves entries made on this screen and applies them each time you run the *Deposit Slip Program*.

See Chapter 7 for additional information on the *Cash Fund Exclude* table.



Follow these steps to exclude one cash fund from a Treasury deposit slip.



- 8. Add Fund to Exclude List (Required): Select radio button.
- 9. [Cash] Fund (Required): <######>.

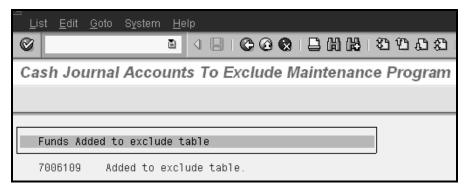
Our illustration uses Cash Fund "7006109."

10. <Execute>**.**



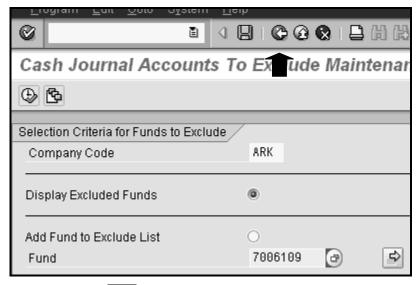


The Exclude program log displays, confirming AASIS has added Fund "7006109" to the exclude table.



11. <Back> ...

The Exclude Maintenance Program screen re-appears.



12. <Back> ...

The Cash Journal Report and Posting selection screen re-appears, still displaying our entries in the "Selection Criteria for Cash Journal Report" section.

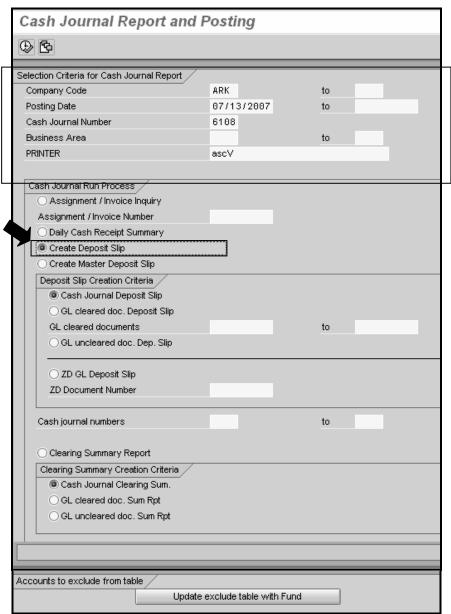
Now that we have excluded Cash Fund "7006109," we are ready to execute the *Deposit Slip Program*.





Deposit Slip Program—Make Selections

Follow these steps to create a Treasury deposit slip, and when applicable, park a Special Revenue fund transfer document.



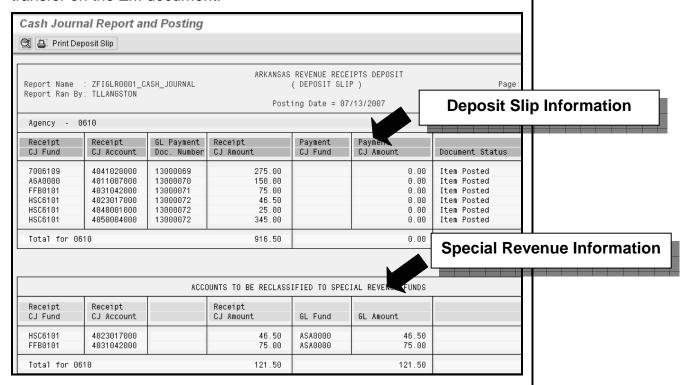
- 1. Create Deposit Slip (Required): Select radio button.
- 2. <Execute> ...





The Deposit Slip Program reads the cash journal entries (identified in our selections) and displays the information it uses to format the Treasury deposit slip.

If applicable, it also displays the amounts of Special Revenue that it will transfer on the ZM document.



About the Deposit Slip Information Screen

Use this screen to:

- Review and confirm deposit information.
 Knowing Treasury requirements and the relationship of the Deposit Slip Program to these requirements helps you do this.
- Review and confirm Special Revenue fund transfer document information.

AASIS prompts you to park a fund transfer document in the next step. Confirm all listed amounts are supposed to be classified as Special Revenue.

See Chapter 7 for troubleshooting *Deposit Slip Program* results.





Review/Confirm Deposit Slip Information

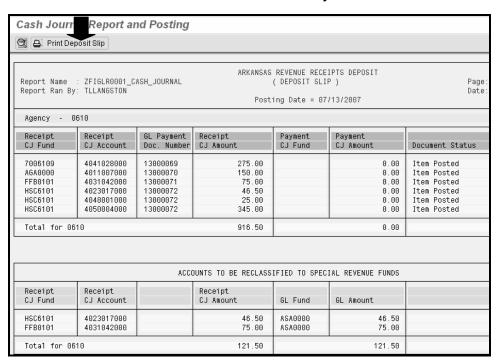
Treasury requires specific information on all deposit slips. The *Deposit Slip Program* reads posted Cash Journal entries to meet these requirements and to format the deposit slip for you to print.

Treasury Requirements

- Fund
- Revenue GL account number
- Amount per GL account
- Document Number

Deposit Slip Program Reads

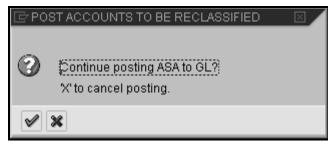
- Cash Receipts Tab
- Cash Receipts Tab
- Cash Receipts Tab
- Cash Payments Tab



3. <Print Deposit Slip>



The "Post Accounts to be Reclassified" screen prompt appears. We confirmed the Special Revenue amounts in the last step and want AASIS to park the fund transfer document (per law).



4. <Enter> **☑**.





AASIS displays a confirmation message, informing you it has parked the Special Revenue fund transfer (ZM) document(s).

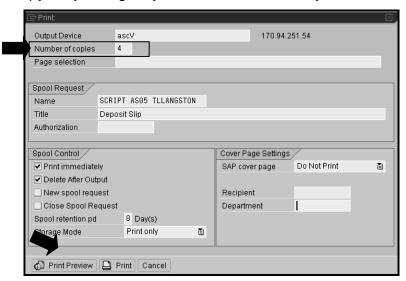


5. <Continue>

The print screen appears. Use this screen to define how many deposit slips you want to print and to preview the deposit slip prior to printing.

Note: You can also use the "Output Device" field to change the <u>network</u> printer information if necessary.

Notice we have changed the number of copies to "4." Treasury requires three copies with the deposit. Printing four copies allows you to print one copy for your agency and three for Treasury.

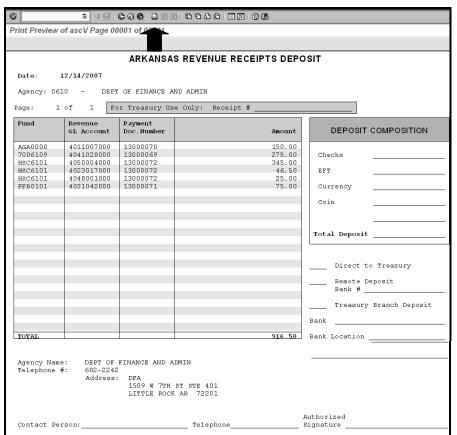


6. <Print Preview>





The deposit slip form displays, listing required deposit and agency address information. Review this information for accuracy before printing.



- 7. <Print>
- 8. <Back> or log out.
- 9. Printed Deposit Slip: Fill in the information on the *Deposit Composition* section.

This completes the cash receipting process.

After you take a deposit to Treasury or a commercial bank and the deposit is accepted, the cash journal entries for these deposits MUST NOT be reversed.

Corrections to these cash journal entries are made, at your request, by the DFA-OA. See our appendix document "DFA Accounting Information: Helpful Links."

Revenue and Customer Receipting: Desk Guide													
Cash Receipts Tab-Revenue	Cash Receipts Tab-Customer	ZBCJ—Clearing Summary Report	Post Cash Journal Entries										
Confirm: Date; Cash Journal # and -0- Opening & Closing Balances	1. Look up customer information	Enter Cash Journal Posting Date	1. Select Cash Receipts Tab										
2. Select Business Transaction	Confirm: Date; Cash Journal # and -0- Opening & Closing Balances	2. Enter Cash Journal Number	Re-Count Cash Receipts and Confirm Entry Details										
3. Enter Amount	3. Business Transaction "1" ALWAYS	Sensitive) 3. Enter Network Printer (Case Sensitive)	3. Request Corrections (if applies)										
Enter Payment Reference (Check # or "Cash")	4. Enter Amount	Select "Clearing Summary Report" radio button	4. Post Tab Entries										
5. Enter Payee Name in Recipient Field	5. Enter Payment Reference (Check # or "Cash")	5. Execute ZBCJ	5. Select Cash Payments Tab & Repeat Steps 1-4										
6. Enter Cost Center	6. Skip Recipient Name Field	Note Fund Totals (Hardcopy or Multiple Sessions)	ZBCJ—Deposit Slip Program										
7. Press "Enter" key	7. Enter Cost Center From Customer Invoice	7. Verify Special Revenue Info(if applies)	1. Enter Cash Journal Posting Date										
8. Verify Derived Fund Information	8. Enter GL Acct Number From Customer Invoice In "Text" field	Cash Payments Tab	2. Enter Cash Journal Number										
9. Verify Derived BA Information	9. Enter Customer Invoice Doc # In "Assignment" field "The state of the state of	1. Select Business Transaction	3. Enter Network Printer (Case Sensitive)										
10. Save Line Entry	10. Enter Customer Account Number In "Customer" field	2. Enter Amount	Select "Create Deposit Slip" radio button										
11. Repeat Steps 1-9 (as applicable)	11. Press Enter	3. Enter Fund Total	5. Execute ZBCJ										
12. Open & Execute ZBCJ Clearing Summary	12. Verify Derived Fund/BA Information Matches Invoice Fund/BA	4. Enter Business Area	6. Review Deposit Slip & Special Revenue (if applies) information										
	13. Save Line Entry	5. Save Line Entry	7. Select "Print Deposit Slip" Icon										
	14 Repeat Steps 1-12 (as applicable)	6. Repeat Steps 1-5 For Remaining Funds	8. Park Special Revenue Transfer Doc(If app)										
	15. Open & Execute ZBCJ Clearing Summary	7. Confirm -0- Closing Balance	9. Define # of Deposit Slip Copies										
			10. Preview and/or Print Deposit Slip										

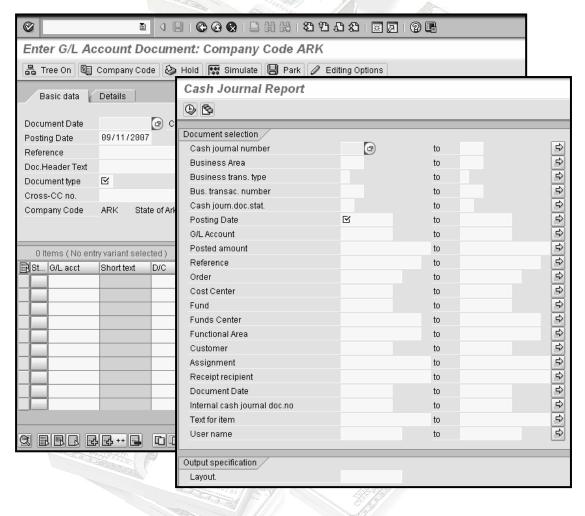


Chapter 5

Receipting Electronic Fund Transfers (EFT)

Learning Objectives

- Use FB50 To Record EFT Receipts
- Use ZBCJ To Create and Preview An EFT Deposit Slip



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Chapter 5: Revenue & Customer Receipting Electronic Fund Transfers



Introduction

The Treasury requires a single deposit slip for each electronic fund transfer that it receives from outside sources.

Use transaction FB50—Enter G/L Account Document: Company Code ARK to record the receipt of an EFT on a ZD document instead of transaction FBCJ (Cash Journal).

FB50 is a park and post transaction. This means two people are required to complete the deposit. One person completes FB50 entries and saves them. Using another transaction, *FBV0—Post Parked Document*, the second person reviews the entries and posts the document.

Once the ZD document is posted, use transaction *ZBCJ—Deposit Slip Program* to create and print a deposit slip. For EFT deposit slips, ZBCJ uses the posted document information to create the deposit slip.

In this chapter, we show you how to:

- 1. Use FB50 "Editing options" to display the "Document type" field for input.
 - You will only need to complete the "Editing options" selections the first time you use FB50.
- 2. Use FB50 to create and park a ZD document.
- 3. Use FBV0 to post the parked ZD document.
- 4. Use ZBCJ to create a deposit slip using ZD document details.



Chapter 5: Revenue & Customer Receipting Electronic Fund Transfers



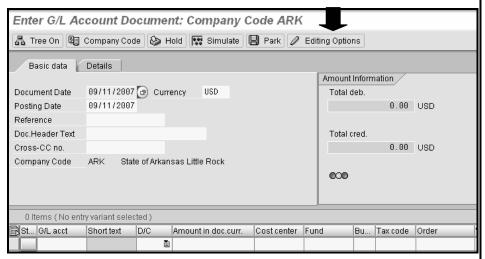
FB50—Display Document Type: Use Editing Options

Before using FB50 for the first time, use these steps to display and open the "Document type" field for entry.



- 1. Type "FB50" in the Transaction Command field.
- 2. <Enter>

The Enter G/L Account Document: Company Code ARK screen appears. In this section, we show you how to use this screen to display and open the "Document Type" field for input.



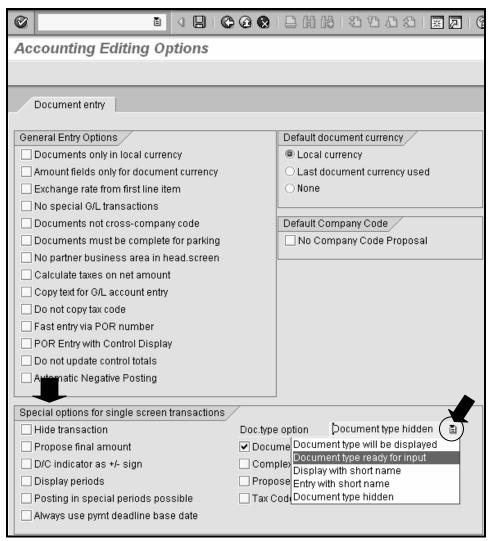
3. < Editing Options > Editing Options



Chapter 5: Revenue & Customer Receipting Electronic Fund Transfers



The Accounting Editing Options screen displays. Use the "Special options for single screen transactions" section to save document type options prior to using FB50.



- 4. Doc.type option field: <Drop Down List>
- 5. Click "Document type ready for input."
- 6. <Save>

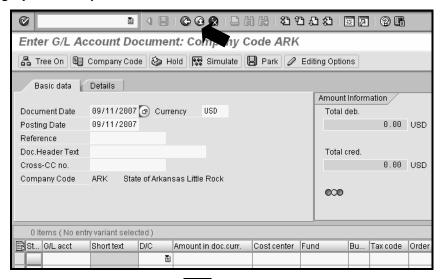
This saves your selection.

7. <Back> .



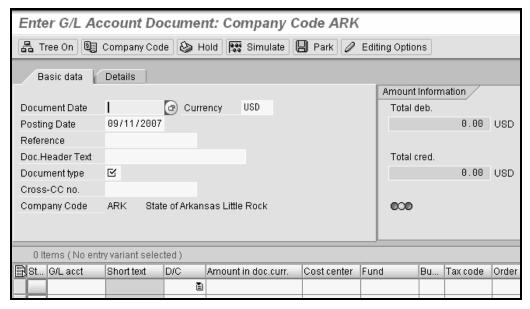


The Enter G/L Account Document: Company Code ARK screen appears. You must exit and re-execute the transaction before the settings you have just saved take effect.



- 8. <Exit Transaction>
- 9. Re-Execute FB50 (Steps 1 & 2).

Notice the "Document Type" field now displays and is open for input.



Next, we show you how to use FB50 to create and park a ZD document which records the details of an EFT deposit.





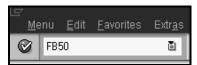
FB50—Park an EFT (ZD) Document

Key Points

- Uses park and post functionality for internal controls.
- Uses two people and two transactions to complete the posting process:
 - ✓ One person uses FB50 to create/park the ZD document.
 - One person uses FBV0 to review and post the ZD document.
- Requires the user to define the document type he/she wants to create/park.
- Requires the user to define the line item entry as a debit or credit.
 - ✓ Debit the Treasury EFT Incoming Account-#1100001004.
 - ✓ Credit the appropriate Revenue GL Account.
- Prevents posting by the person who created the ZD document or made the last change to the ZD document

Next, we show you the FB50 screen and define the fields you use when parking a ZD document.

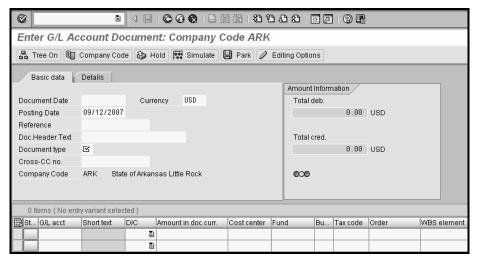
Define FB50 Input Fields



1. Type "FB50" in the Transaction Command field.

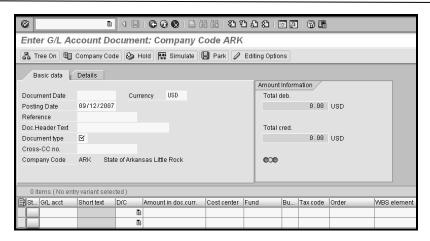
2. <Enter> 🐷

The Enter G/L Account Document: Company Code Ark screen appears. Use this screen to record EFT receipt and deposit details.









About the Basic Data Tab

Use these fields (defined left to right) to define document header and document type information.

- Document Date—defines the date of business occurrence. The document date can be the same or different than the posting date. This is a required field.
- Posting Date—defines the date (within the current accounting period) that the entries appear on the agency's financial reports. This is a required field.
- Reference—provides additional text entry, 16 character maximum, in the document header section. This is an optional field.
- Doc.Header Text—provides text entry, 25 character maximum, in the document header section. This is a required field.
- Document Type—defines the type of accounting document FB50 creates/parks. For EFT deposits, ALWAYS use "ZD" document type. This is a required field.
- Cross-CC no—standard delivery. Not applicable to State processes.
- Company Code—defines the highest level business entity "ARK." Accept this default.

Amount Information

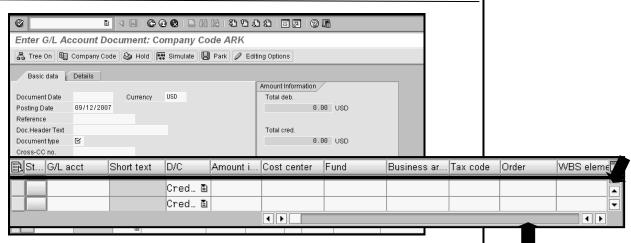
Use these fields to monitor debit and credit amounts.

The total debits and credits must balance to zero before you can post a financial document.

- Total deb. [debits]—automatically updates debit totals each time you press enter.
- Total cred. [credits]—automatically updates credit totals each time you press enter.
- Totals Status—displays a green light when document debit and credit totals equal zero.







About the Line Item Fields

Use the *Line Item* fields to record the accounting details of the EFT deposit. *Note: The scroll bars located at the bottom of the Line Item section indicates more fields are available for input/viewing. Some of these fields contain derived information (triggered by "Enter" functions).*

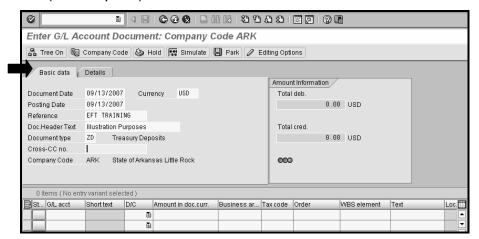
- G/L acct—defines the GL account for the line item. This is a required field.
- **Short text**—defaults the GL account text description once the "Enter" key is used.
- D/C—defines the posting as a debit or credit and determines the posting key which displays on the posted document.
- Amount in loc. curr—defines the total amount of the line item.
 This is a required field.
- Cost center—defines the cost center (reporting purposes) and most importantly derives the fund and business area information for the expected revenue. This is a required field.
- Fund—defines the fund (derived from the cost center) to which the revenue is deposited. DO NOT enter information in this field but verify derived information.
- Business area—defines the agency receipting the revenue (derived from the cost center).
- Tax code—defines tax percentages added to the document amount. Not applicable to ZD documents.
- Order—identifies the internal order for reporting purposes. This
 is an optional field.
- WBS element—identifies the WBS element for reporting purposes. This is an optional field unless the EFT deposit is Federal grant money. In those instances, a statistical WBS element is required.
- **Text**—provides additional text entry, 50 character maximum, on each GL line. This is an optional field.





Record EFT Deposit Details: Make FB50 Entries

Beginning on the Enter G/L Account Document: Company Code Ark screen, the following shows you how to use FB50 to park a ZD document (EFT deposit).



Basic Data Tab

- 1. Document Date field (Required): <##/##/##*>.

 Our illustration uses <09/13/2007>.
- 2. Posting Date field (Required): <##/##/##>.

 Our illustration uses <09/13/2007>.
- 3. Reference field (Optional): <16 Characters>.

Our illustration uses <EFT Training>.

We strongly encourage you to use text fields to ent

We strongly encourage you to use text fields to enter text that identifies the document's purpose.

- Doc.Header Text field (Required): <25 Characters>.
 Our illustration uses <Illustration Purposes>.
- 5. Document type (Required): <**>.

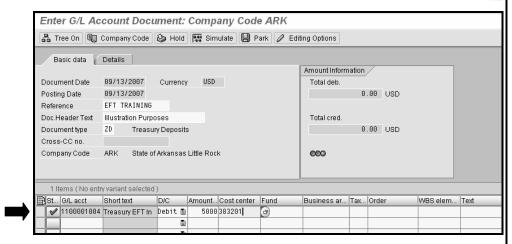
Our illustration uses <ZD> Always use ZD for EFT deposits.

The above entries establish the information that appears in the ZD document header.

Now we are ready to enter the line item details. These entries record the accounting information appearing in the agency financials once this document is posted.







Line Item 1: Debit EFT Treasury Account

1. G/L acct field (Required): <1100001004>.

Our illustration uses the "Treasury EFT Incoming" account. Always use this account when recording EFT deposits.

- 2. Short text field: Defaults from GL account number.
- 3. D/C [Debit/Credit] field (Required): <Debit>.
- 4. Amount field (Required):<\$\$\$>.

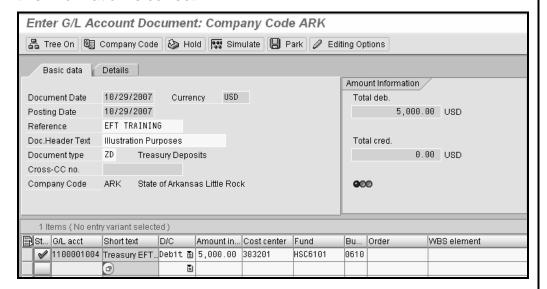
Our illustration uses <5000>.

5. Cost Center field (Required):<#####>.

Our illustration uses <383201>.

6. < Enter > .

The "fund" and "business area" derive in the appropriate fields. Verify this information is correct.

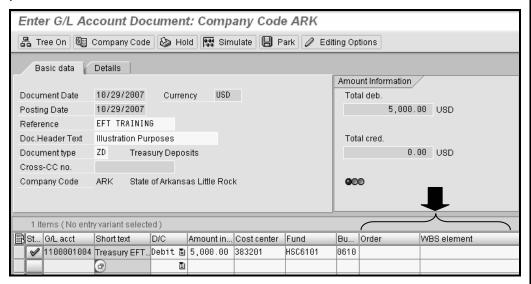






Note: The "Account information" section also updates, now listing an amount in the "Total deb" field.

The posting status light has changed from green to red, indicating the debits and credits do not balance to zero and the document will not post.



You may also want to complete these optional fields. Use of these fields is based solely on agency business processes.

7. Internal Order field (Optional): Complete if applicable.

Not illustrated.

8. WBS element field (Optional): Complete if applicable.

Not illustrated.

9. Text field (Optional): <50 Characters>

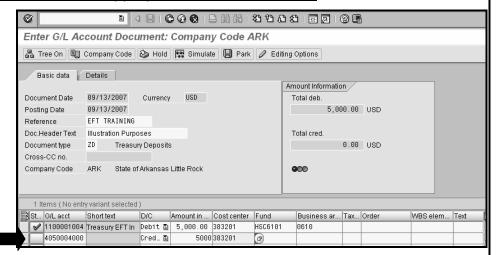
Not illustrated.

This field allows agencies to store additional text, up to 50 characters, on the document line.





Line Item 2: Credit Appropriate Revenue Account



1. G/L acct field (Required): <GL Revenue Acct #>.

Our illustration uses <4050004000>

This line defines the revenue account type associated with the deposit.

- 2. Short text field: Defaults from GL account number.
- 3. D/C [Debit/Credit] field (Required): <Credit>.
- 4. Amount field (Required): <\$\$\$>.

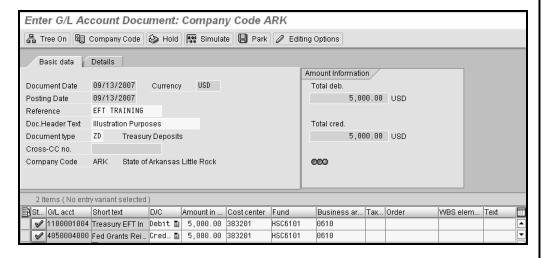
Our illustration uses <5000>.

5. Cost Center field (Required): <#####>.

Our illustration uses <383201>.

6. <Enter>.

The "fund" and "business area" derive in the appropriate fields. Verify this information is correct.



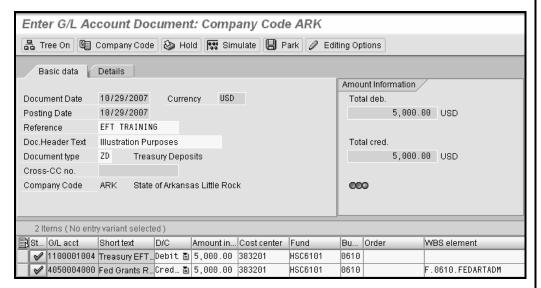




Note: The "Account information" section also updates, now listing amounts in both the "Total deb." and "Total cred." fields.

The posting status light also changes from red to green, indicating the debits and credits balance to zero and the document can be posted, if all data entry is completed.

Because this deposit is Federal Revenue, we must enter a statistical WBS element in the "WBS element" field.



10. WBS element field (Required for Federal Grants): <#.#########>.

Our illustration uses "F.0610.FEDARTADM."

11. <Enter>.

12. Verify the fund information remains correct.

You may also want to complete these optional fields. Use of these fields is based solely on agency business processes.

13. *Internal Order* field (Optional): Complete if applicable.

Not illustrated.

14. Text field (Optional): <50 Characters>.

Not illustrated.

This field allows agencies to store additional text, up to 50 characters, on the document line.

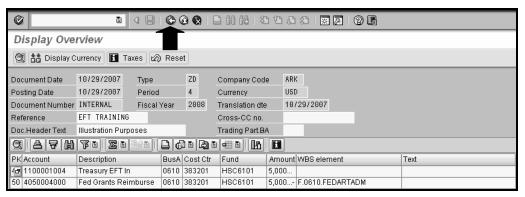
15. <Simulate> Simulate

This optional step allows you to review a simulated document prior to parking it.





The "Display Overview" screen appears. Use this screen to review the document information you have entered, prior to parking the document.



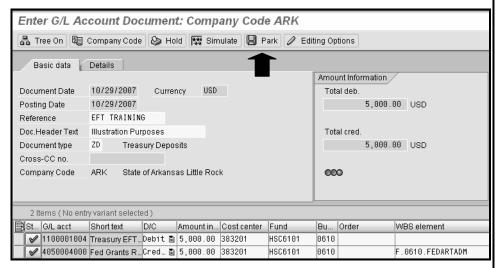
16. <Back> ...

A system messages appears, informing you AASIS will delete the simulated document it created when you pressed the "Simulate" icon.

Automatically created line items will be deleted

17. <Enter>.

The message closes and the FB50 entry screen re-appears.



18. <Park> Park.

AASIS parks the document and displays the parked document number at the bottom of the screen.







FBV0---Post Parked Document

Use this transaction to review and post (approve) parked documents.

Key Points

- Use display mode to review the parked document.
- Review for correct accounting information.
 - ✓ Treasury EFT Incoming Account
 - ✓ Revenue Account
 - ✓ Correct Debit and Credit Entries
 - ✓ Business Area
 - ✓ Amounts
 - ✓ Cost Center
 - ✓ Fund
- Ask the person who created the document to make necessary changes.
- Use update mode (post/delete) to post a reviewed document.

Field Definitions



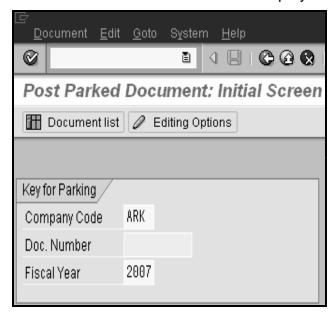
- 1. Type "FBV0" in the *Transaction Command* field.
- 2. <Enter> 🐷





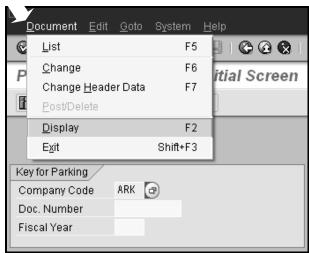
The Post Parked Document: Intial Screen appears. Use this screen to:

- Define the type of action you want to perform
 - ✓ Use "Display" mode to review documents.
 - ✓ Use "Edit" mode to post.
 - ✓ Use "Document number" to display a single document.



Review the Parked Document

Beginning on the *Post Parked Document: Initial Screen*, we illustrate using the display mode to review the parked ZD document.

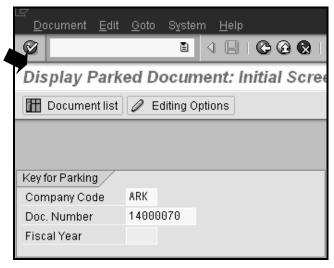


3. <Document><Display>.





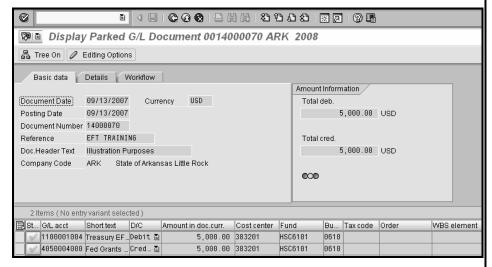
This restricts the transaction to display mode and allows you to review the parked document. Notice the screen name changes to *Display Parked Document: Initial Screen*.



- 4. Company Code field (Required/Default): Accept default <ARK>.
- 5. *Doc. Number* field (Required): <#######>.

 Our illustration uses <14000070>. This is the document we parked in the previous section.
- 6. **<Enter>**

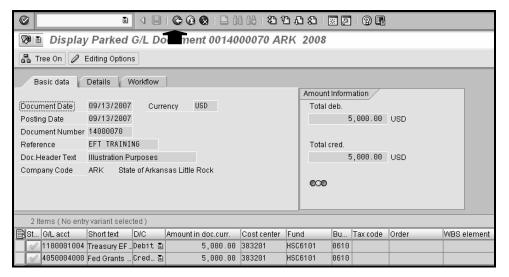
The *Display Parked GL Document* # screen appears. Use this screen to review accounting entries. Notice all of the fields are closed and can't be changed.



7. Review document entries.







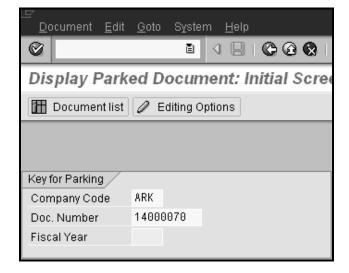
Is the accounting information (GL Accounts, Cost Center, Fund) correct? Do the credits and debits balance to zero? Do the entries balance to zero by fund and business area?

If you discover errors exist in the document, continue through step 8 and contact the person who created the document. Ask him/her to make the necessary changes prior to posting the document.

Our illustration assumes the document is error free.

8. <Back>

The *Display Parked Document: Initial Screen* appears, displaying the document number in the "Doc. Number" field for the document you just reviewed.

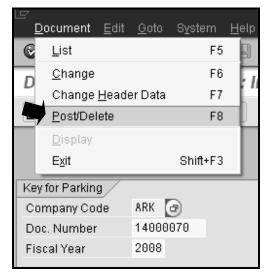






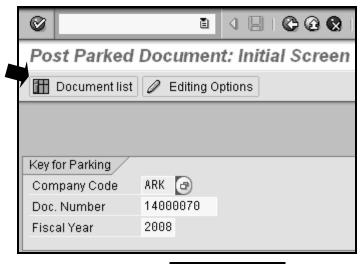
Post the Parked Document

Beginning on the *Display Parked Document: Initial Screen*, we illustrate using the update mode to post a parked ZD document.



1. <Document><Post/Delete>.

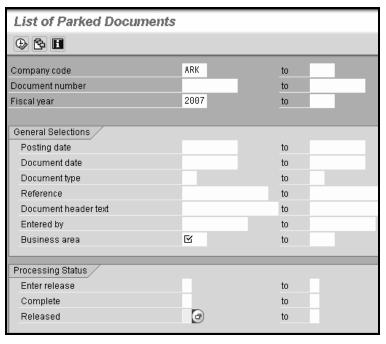
This changes the transaction to update mode and allows you to post or delete the parked document. Notice the screen name changes to *Post Parked Document: Initial Screen*.







The *List of Parked Documents* screen appears. Use this screen to retrieve single or multiple documents ready for posting.



About the List of Parked Documents Screen

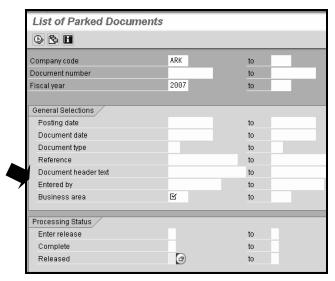
- Company code—defines the highest level business entity "ARK." Accept this default.
- Document number—restricts selections by assigned document numbers. Use this field to retrieve single or multiple documents ready for posting.
- **Fiscal year**—restricts selection to documents created in the current fiscal year. This is an optional field.

General Selections—Provides additional selections for document retrieval.

- Posting date—restricts selections by the date in the "Posting Date" field of the parked document. Use this optional field to retrieve single or multiple documents ready for posting.
- Document type—restricts selections based on document type (DR, DG, AB, ZD...). Use this optional field to retrieve single or multiple document types ready for posting.
- Reference—restricts selections based on text entries made in the "Reference" field on documents. Use this optional field to retrieve single or multiple documents containing identified text entries. Note: All reference entries must match exactly.
- Document header txt—restricts selections based on text entries made in the "Header Text" field on various documents. Use this field to retrieve single or multiple documents ready for posting. Note: All header text entries must match exactly.



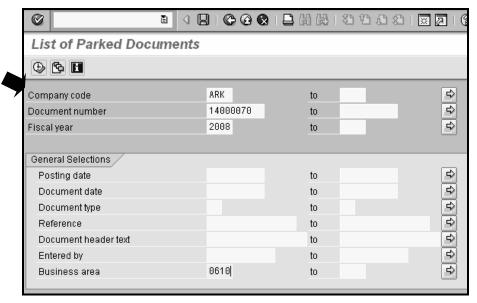




- Entered by—restricts selections to documents created by specific users. Use the "User ID" in this optional field to retrieve documents created by this person.
- Business area—restricts selections to the responsible agency.
 This is a required field.

Processing Status—These selections are specific to workflow functions and are not applicable to cash deposits.

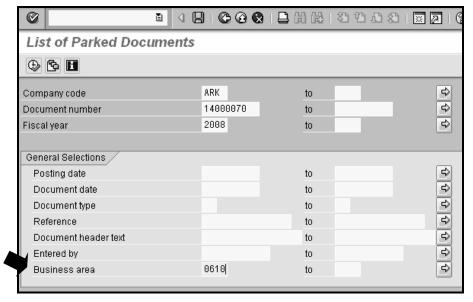
Now that we have defined the *Document List* selection fields, we illustrate using them to post a single ZD document.



- Company Code field (Required/Default): Accept default or <ARK>.
- Document Number field (Optional): <######>
 Our illustration uses document <14000070>.





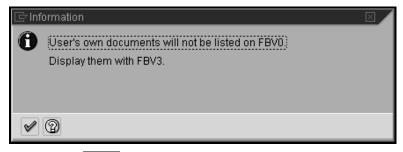


3. Business Area field (Required): <####>

Our illustration uses <0610>.

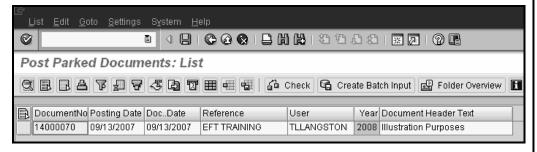
4. **Execute**

A system message appears stating documents created by you will not be listed. It also identifies the display transaction (FBV3) to use if you want to see your own parked documents.



5. **<Enter>**

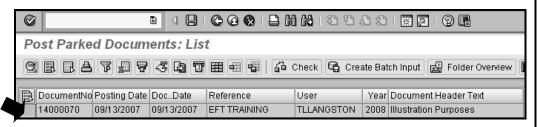
The Post Parked Documents: List screen appears. Use this screen to post single or multiple documents you have reviewed.



Before you can post a document, you must first select the document line.





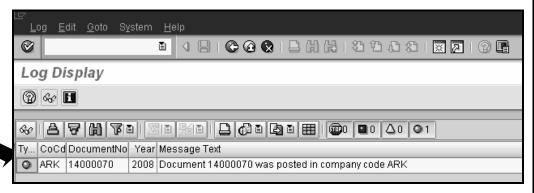


6. Click "Document Line" ready for posting.

This selects (highlights) the line.



The Log Display screen appears. Use this screen to verify posting status for selected documents.



About the Log Display Screen

- Use the "Type" field to determine posting status.
 - ✓ Green Light---Successful posting
 - ✓ Red Light---Document posting error(s)
- Use the "Message Text" field to review message text associated with the posting status.
- 8. Review log (follow up if appropriate).





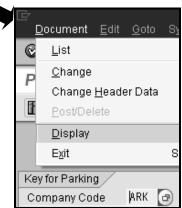
Review Multiple Parked Documents Before Posting Them

You can also use FBV0 to post multiple parked documents. This section shows you how.

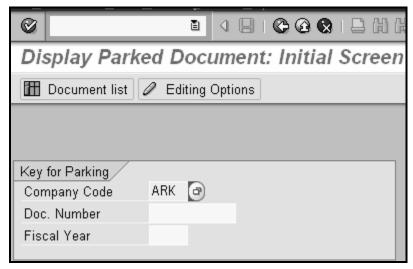


- 1. Type "FBV0" in the Transaction Command field.

The *Post Parked Document: Initial Screen* appears. Use this screen to define the document or documents you want to review before posting.



3. <Document><Display>.

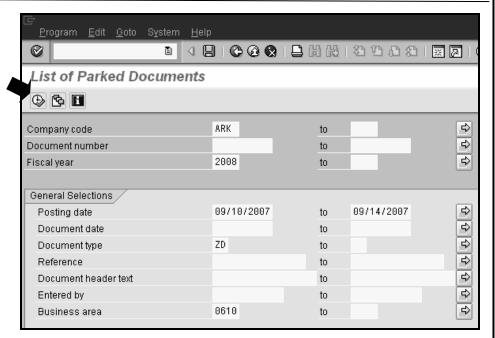


4. <Document list>

The *List of Parked Documents* screen appears. In this illustration, we use a posting date range to retrieve multiple parked documents.





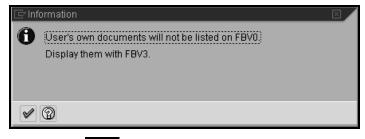


- 5. Company code field (Required/Default): Accept default or <ARK>.
- 6. Posting date field (Optional): <##/##/##/>.

 Our illustration uses <09/10/2007> to <09/14/2007>.
- Document type field (Optional): <##>.
 Our illustration uses <ZD>.
- 8. Business area field (Required): <###>.

 Our illustration uses <0610>.
- 9. <Execute>

A standard message for this transaction appears.

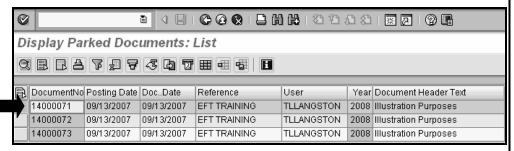


10. < Enter > ...





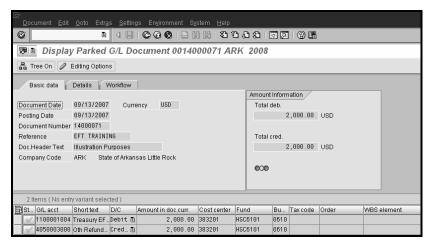
The *Display Parked Documents: List* screen appears, displaying all *ZD* documents parked for this business area within the specified date range.



11.To review documents double click a "Document Line."

Our illustration uses the <14000071> line.

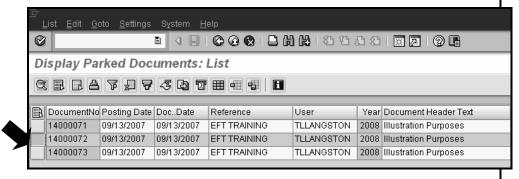
The *Display Parked G/L Document* # screen displays. Use this screen to review the document entries.



12. Review document entries.

13. **<Back>**

The Display Parked Documents: List screen re-appears.



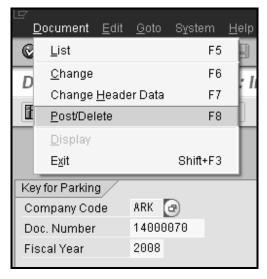
14. Continue document review (Repeat steps 10-12) for each document.





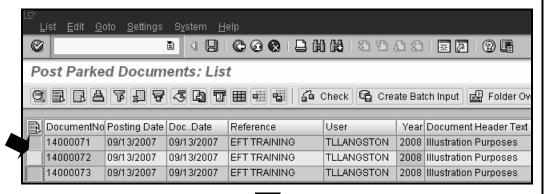
Post Multiple Parked Documents

Before you can post mulitple documents, you must first change the transaction mode from "Display" to "Post/Delete."



Beginning at the *Post Parked Documents: List* screen, we illustrate posting mulitple documents next.

For illustration purposes, we assume we found errors that need correction on document "14000072." We will not post this document at this time.



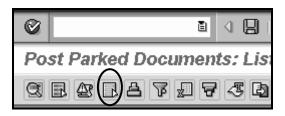
1. <Control Key> Click each *Document Line* ready for posting.

Select multiple, non-sequential document lines by holding the "Control Key" down each time you "Select" (click) an individual line.

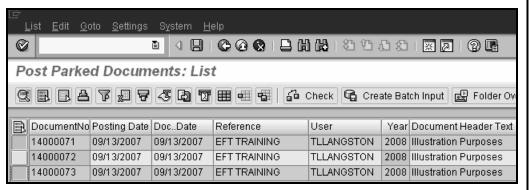
This selects (highlights) each line.





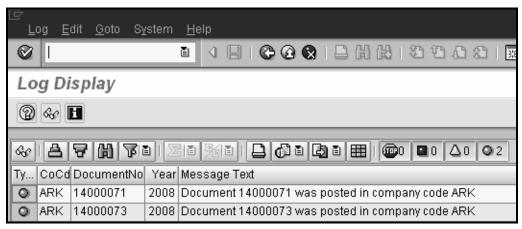


To select <u>all</u> listed documents, use the "Select All" icon instead of clicking each individual line.



2. <Post>

The Log Display screen appears. Each selected document posted successfully.

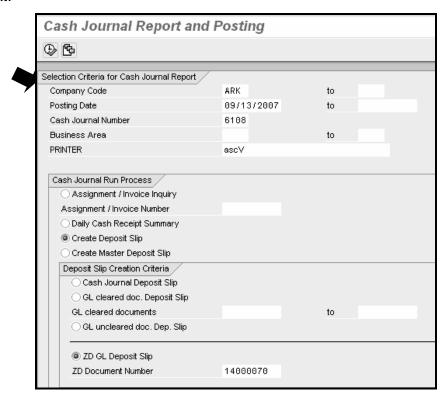






ZBCJ: Create Single Deposit Slip

Use ZBCJ to create single deposit slips by using the ZD document number. Beginning on the ZBCJ selection screen, we show you how next.



- 1. Company Code field (Required): <Accept Default>.
- 2. Posting Date field (Required): <##/##/##>.

 Our illustration uses "09/13/07."
- **3. Cash journal number (Required):** <###>.
 Our illustration uses "6108."

AASIS uses this field entry to add address information to the deposit slip.

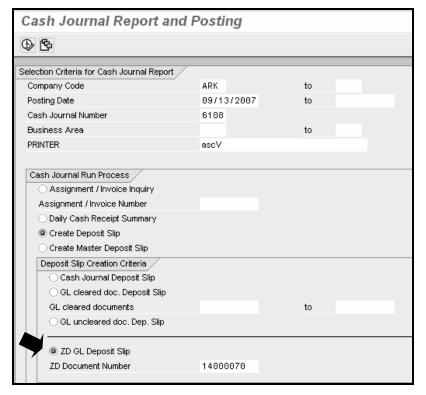
4. *Printer* field (Required): <Network Printer Name>.

Our illustration uses "ascV." Remember this field is case sensitive.

5. <Create Deposit Slip> (Required).





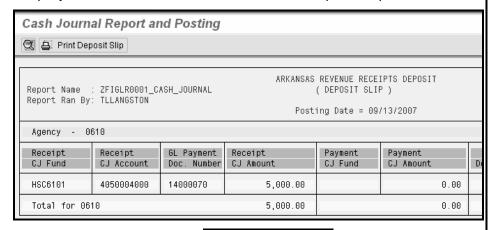


- 6. ZD GL Deposit Slip radio button (Required).
- 7. ZD Document Number field (Required): <#######>.

Our illustration uses "14000070."

8. <Execute> .

AASIS displays the information it will use on the deposit slip.

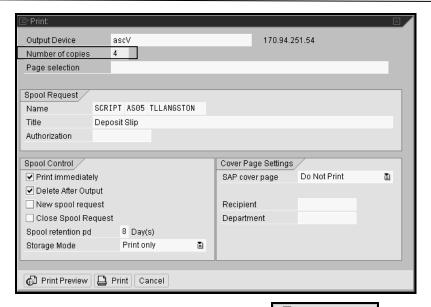


9. <Print Deposit Slip> Print Deposit Slip

The *Print* screen appears. Notice we have changed the number of copies to 4.

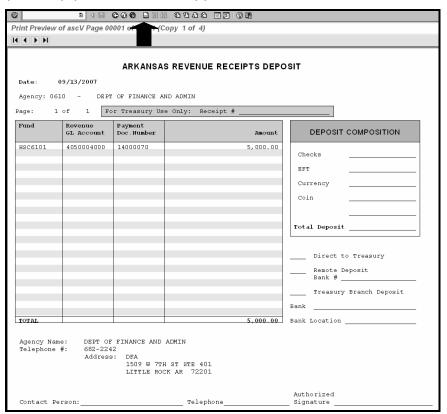






10. <Print Preview> (Optional) Print Preview

The deposit slip preview screen appears.



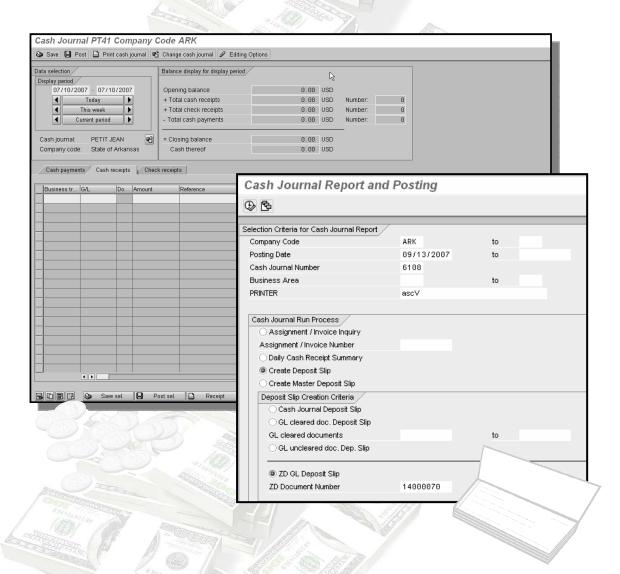
11. <Print>



Chapter 6 Troubleshooting Common Cash Journal Errors

Learning Objectives

- Define 6 Common Cash Journal Errors
- Analyze Cash Journal Entries & Resolve Identified Errors



Class Code: CRCD-RC





Introduction

The Cash Journal (FBCJ) and Deposit Slip Program (ZBCJ) not only help you record revenue receipts and deposits, you can also use these transactions to troubleshoot and resolve common errors that could prevent the successful completion of the receipting business process.

The receipting process completes successfully when you use FBCJ entries to create a deposit slip that the Treasury processes AND that will automatically clear through the BAI file (clearing) processing.

If the Treasury rejects a deposit slip, your agency's cash balances may not be adequate to cover expenses for that day, possibly multiple days.

The same is true if a deposit does not automatically clear in the BAI file clearing process.

Use the information in this chapter to help prevent this from happening to you and your agency.

In this chapter, we use scenarios to help us illustrate and explain five common cash journal errors and possible causes for these errors.

- 1. Cash Payments Tab will not post.
- 2. Document number(s) do not appear on the deposit slip reporting screen.
- 3. The deposit slip reporting screen is blank.
- 4. The message "Invalid account" appears in the "Document status" field of the ZBCJ report.
- 5. A commercial fund appears on the deposit slip.

While other errors can occur, our intent in this chapter is to place emphasis on these errors, which if not detected, can stop the successful completion of the receipting and deposit process as it is defined.

We also show you how to delete <u>saved</u> entries that contain errors in closed fields and how to copy lines to save some data entry when keying corrections.

Note: Agency personnel can't delete a posted Cash Journal entry because of the save and post internal controls in the Cash Journal.

If you discover an error in a posted entry, you must request that DFA-Office of Accounting reverse the entry for you.





Cash Payments Tab Will Not Post

After clicking the "Post" icon on the *Cash Payments Tab*, AASIS displays the error message: "Insufficient receipts posted for BA #### Fund: aaa####, Amount: \$\$\$\$-."

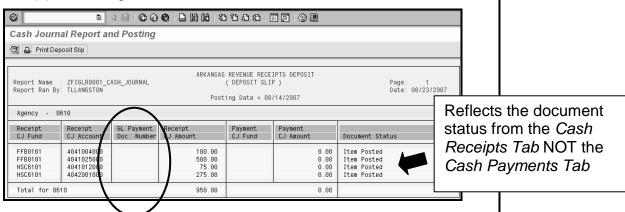
Possible Causes

- The Cash Receipts Tab is saved but not posted.
 AASIS must recognize sufficient posted receipts before it will post entries to the Cash Payments Tab.
- A Cash Payments line does not contain fund information.
 Fund information does not derive on the Cash Payments Tab. You must key the fund information.
- 3. A Cash Payments line contains fund information that is not equal to the Cash Receipts tab.
 - The receipt and payments entries for a specific fund do not balance to zero for a specific BA.
- 4. A Cash Payments line does not contain BA information.
- 5. A Cash Payments line contains incorrect BA information.

The person with the *Agency Cash Deposits* role can not make corrections to fields containing errors because of the save and post internal controls.

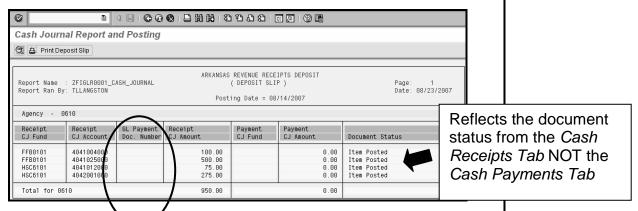
Document Number(s) Do Not Appear On the Deposit Slip

When previewing the deposit slip report page (ZBCJ), the document number(s) is missing.









Cause

The Cash Payments Tab is not posted. The Deposit Slip Program uses the document number from the applicable fund line on the Cash Payments Tab.

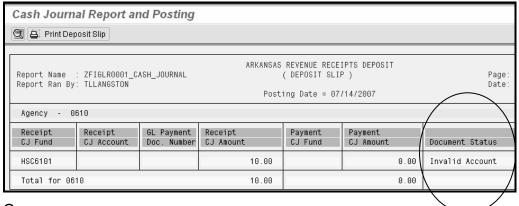
The document number supports the automatic clearing in the BAI file process. Treasury will reject this deposit slip.





The Deposit Slip Screen Shows "Invalid Account"

Although you entered and saved transactional data in the Cash Journal, the message "invalid account" appears in the *Document Status* field.



Cause

The "Text" field on a customer receipt does not contain the "GL account number" from the customer invoice.

If the Cash Journal line **has not been posted**-Copy the saved entry containing the error (see pages 143-146).

Delete the line containing the error and enter the GL account number in the "Text" field on the copied line.

Re-execute ZBCJ to print a correct deposit slip.

If the Cash Journal line **has been posted**-Request DFA reverse the line containing the error and re-enter the line, remembering to include the GL account number from the customer invoice in the "Text" field.

Save and post the new entry and re-execute ZBCJ to print a correct deposit slip.



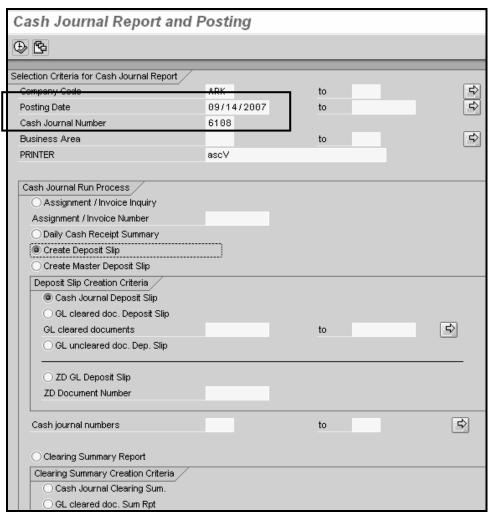


The Deposit Slip Is Blank

Although transactional data was entered in the Cash Journal AND it displayed on the *Clearing Summary Report*, nothing appears when you use ZBCJ to create the deposit slip.

Possible Causes

- 1. The Cash Journal is not posted.
 - The *Deposit Slip Program* reads and uses the posted entries from both the *Cash Receipts* and *Cash Payments* tabs.
- 2. The *Cash Journal Number* on the ZBCJ initial selections screen is incorrect (see below picture).
- 3. The *Date* on the ZBCJ initial selections screen is not the same date as the cash journal date (see below picture).



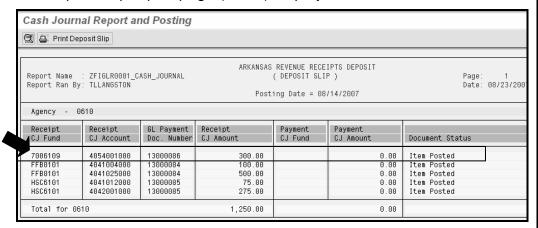
166





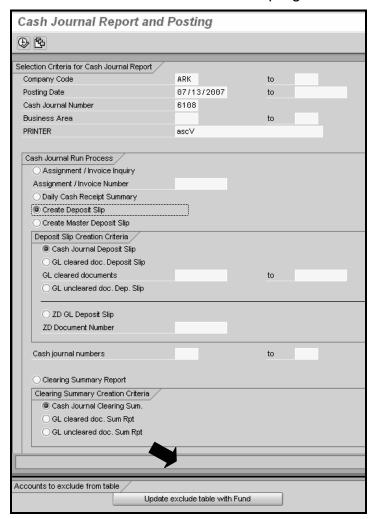
A Commercial Fund Appears On the Deposit Slip

The deposit slip report page (ZBCJ) displays cash fund information.



Cause

The cash fund(s) is not in the ZBCJ exclude table. Enter the cash fund(s) in the exclude table and re-execute the program.



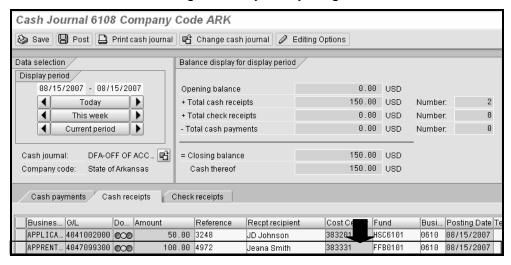




Copy and Delete Saved Entries

If you discover you need to correct a keying error in a closed field on a saved line, copy the line containing the errors first. Then delete the error line.

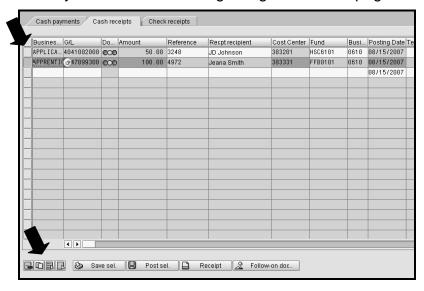
The copied line contains open fields, allowing you to make specific corrections without having to re-key everything.



Line two in the above picture contains an incorrect cost center and it derived the wrong fund. Notice the "Cost Center" field is closed.

To correct this error, we must key the correct cost center and then allow it to derive the correct fund information. To help save us some time, we want to copy the incorrect line before we delete it.

We show you how to do this beginning on the next page.



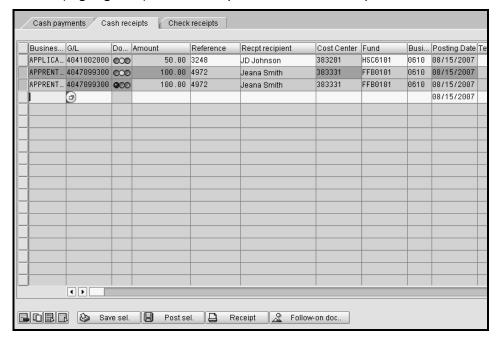
1. Click the "Line Selection" icon on Line 2.



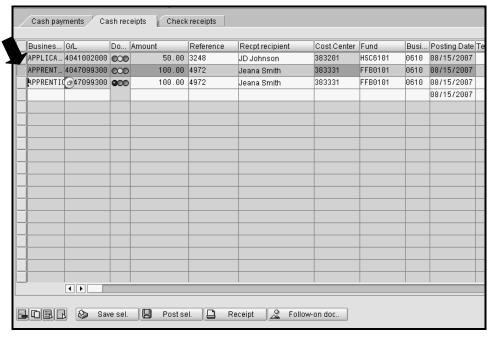


2. <Copy line> ...

AASIS inserts the copy of the selected line. Notice both lines are still selected (highlighted) and the copied line contains open fields.



We want to delete the incorrect line before we make our corrections.



3. Click the "Line Selection" icon on the copied line.

This de-selects the copied line. Notice the incorrect line remains selected and is ready to be deleted.

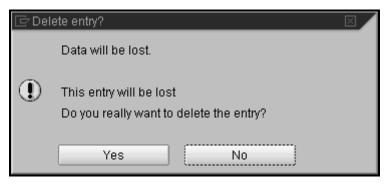


Chapter 6: Revenue & Customer Receipting Troubleshooting Common Cash Journal Errors



4. <Delete row>

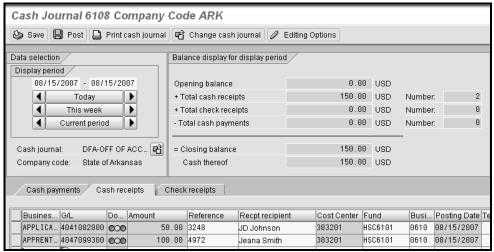
A system message appears, prompting you to confirm you want to delete the selected line.



5. <Yes>.

A system message appears, confirming the deletion.





6. Make correcting entries.

Our illustration changes the cost center field.

- 7. Cost Center: <383201>.
- 8. < Enter > .

The cost center derives the correct fund information.

9. <Save>



Chapter 6: Revenue & Customer Receipting Troubleshooting Common Cash Journal Errors



Reverse Posted Entries

If a deposit has been accepted by Treasury, posted Cash Journal entries containing errors **can not** be reversed. Instead, agency personnel must request that DFA-OA post a revenue receipt correction (using FB50) for the line(s) containing errors.

If a deposit has not been taken to Treasury or has been returned by the Treasury, agency personnel can request that DFA-OA reverse the posted entries. The agency can then enter the correct information in the Cash Journal, print the deposit slip and take the cash to Treasury for deposit.

Reversals of posted entries begin on the *Cash Payments Tab* (fund totals) first. This backs out the deposit, allowing the individual revenue (cash) amounts to be reversed and corrected next.



Chapter 7 Reporting & Research Tools

Learning Objectives

- Identify 2 Reporting Tools That Provide Receipting Information
- Customize Report Layout
- Use The "Reference" Field To Look Up A Single Document
- Use FB03 To View Document Information

Document List				
Company code	ARK	to		
Document number	Cash Journal Report			
Fiscal year	© ©			
General selections	Document selection			
Document type	Cash journal number	@	to	<u> </u>
Posting date	Business Area		to	3
	Business trans. type		to	3
Entry date	Bus. transac. number		to	4 4 4 4
Reference number	Cash journ.doc.stat.		to	5
Reference transaction	Posting Date	⊻	to	5
Reference key	G/L Account		to	5
Logical system	Posted amount		to	
	Reference		to	3
Business area selection	Order		to	5
Business Area	Cost Center		to	년 년 년
Busiliess Alea	Fund		to	5
,	Funds Center		to	5
Also display noted items	Functional Area		to	
Display noted items	Customer		to	5
	Assignment Receipt recipient		to to	ड ड
Search for own documents	Document Date		to	
Own documents only	Internal cash journal doc.no		to	2
	Text for item		to	2
Andrew .	User name		to	य य य
Proming 3	Output specification			
	Layout.			

Class Code: CRCD-RC





Introduction

AASIS reporting tools use the module/sub-module (Cash Management, Accounts Payable, Accounts Receivable...) organizational method to provide summary and/or detailed information about account and fund amounts.

Note: Even though a report may "belong" to a specific sub-module, it may still provide valuable reporting information affiliated with other sub-modules' business purposes.

Many reports also provide additional accounting information based on other master records such as (but not limited to) internal orders, WBS elements, commitment items.

"Reporting summaries" are the sum of the multiple financial documents associated with a specific account and/or fund. In other words, reports (using the selection criteria you enter) provide a "big picture" perspective about account and fund amounts.

Most reports also provide access to details associated with a summary total by providing "drill down" functionality. Depending on the report's design, the drill down function grants access to different levels (subtotals) of reporting detail.

Sometimes you must drill down into several sub-total levels before you can view specific document line item detail.

Instead of requiring you to use a report when you want to view a single document, AASIS provides an alternative transaction for researching specific document information.

In this chapter, we show you two reports that provide receipting information:

- ZCAJO: Cash Journal—provides reporting information from cash journal entries.
 - Note: The last character in this transaction is the letter "O."
- 2. ZFIN: GL Report with Customer Data—provides a simple way to view revenue and EFT receipts and/or cash deposits by document type.

This report, originally created for *Accounts Receivable* reporting, is an example of how a report can cross sub-module business purposes.

We also show you how to use *FB03—Display Document* to look up document information.





ZCAJO—Cash Journal Report

Use this *Cash Management* report when you want to review cash journal entries by posting date.

Key Points

- Displays cash journal lines that match the selection criteria you use.
- Requires "Posting" date information (single values or ranges).
- Allows you to create customized report layout(s) but does not provide drill down functionality.
- Allows you to use a default layout on the report selection screen.

Understand Report Selections

ZCAJO, like most AASIS reports, is designed to meet a variety of reporting needs, offering several report selections to accommodate this flexible design.

The more report selections you enter, the narrower your report results are. To broaden report results, use fewer report selections.

While we provide basic definitions for all of the available selections in this section, we restrict our step by step illustrations to the following reporting scenarios:

1. Create a customized layout and view weekly receipts and deposits.

We create a report that displays total receipts and deposits for a specified date range. Once the report runs, we customize and save the new report layout and then view the reporting information.

2. View weekly deposits.

We create a report that displays total deposits for a specified date range.

3. View receipts using the "Reference" field.

Our illustrations are not exhaustive. We strongly encourage you to use our examples to continue learning more about how this, and other reports, can help you perform your job duties more effectively.



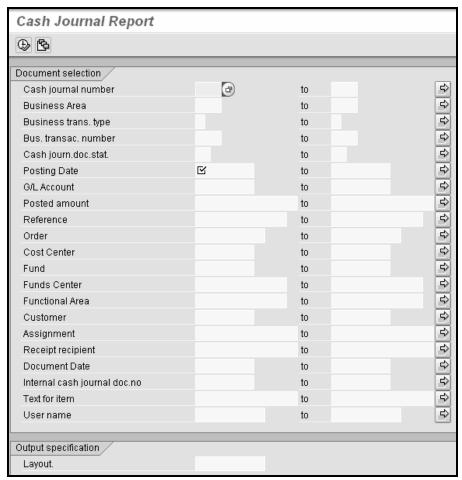


Report Selections: Field Definitions



- 1. Type "ZCAJO" in the Transaction Command field.
- 2. <Enter>

The Cash Journal Report screen appears. Use this screen to define the reporting criteria you want to use.



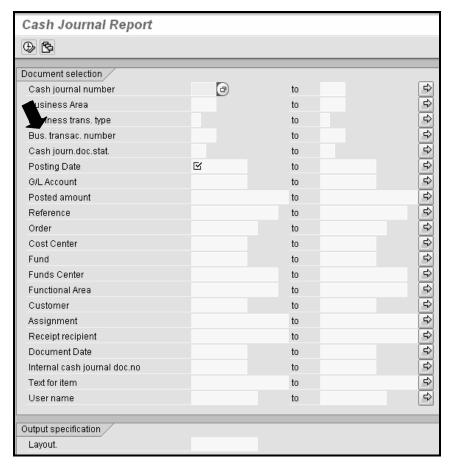
About the Cash Journal Report Selections

Document selection—use this section to define reporting parameters.

- Cash journal number—this required field restricts the report based on the specified cash journal or journals.
- Business Area—this optional field restricts the report based on transactions posted to a specific business area(s).



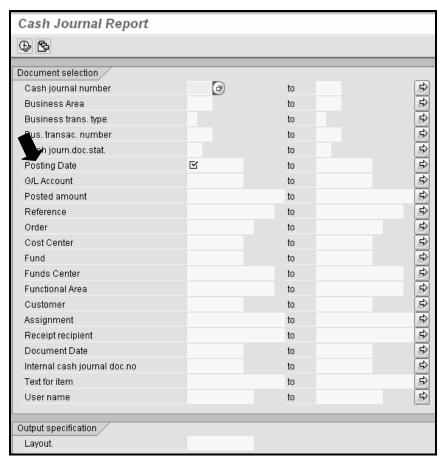




- Business trans. type—this optional field restricts the report based on the business transaction type(s) used in the specified cash journal(s). The State uses three business transaction types:
 - **B**—Payment to bank account (*Cash Payments Tab* entries for deposit of funds)
 - **R**—Revenue receipts (*Cash Receipts Tab*)
 - D—Customer payments (Cash Receipts Tab)
- Bus. transac. number—this optional field restricts the report based on the business transaction number assignment.
- Cash journ.doc.stat.—this optional field restricts the report based on the document status. Available selection options for this field are:
 - P—Successfully <u>posted</u>
 - **S**—Successfully saved
 - D—Document was <u>deleted</u>
 - C—Document was copied
 - R—Document has been reversed



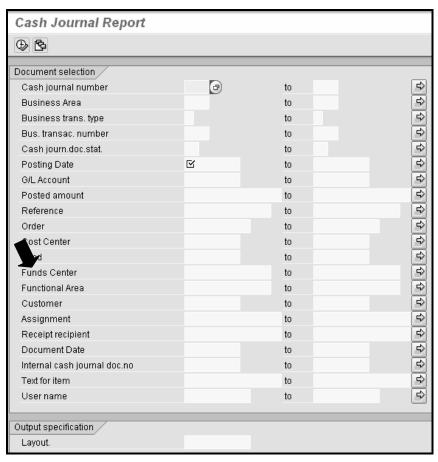




- Posting Date—this required field restricts the report based on the date in the "Posting date" field in the cash journal.
- G/L Account—this optional field restricts the report based on the GL accounts used on the defined posting date(s).
- Posted amount—this optional field restricts the report based on receipt amounts for the defined posting date(s).
- Reference—this optional field restricts the report based on the entries made in the "Reference" field for the defined posting date(s). This field must be an exact match and is case sensitive.
- Order—this optional field restricts the report based on the internal order entries in the cash journal for the defined posting date(s).
- Cost Center—this optional field restricts the report based on the cost center entries in the cash journal for the defined posting date(s).
- Fund—this optional field restricts the report based on the fund derivations or entries in the cash journal for the defined posting date(s).





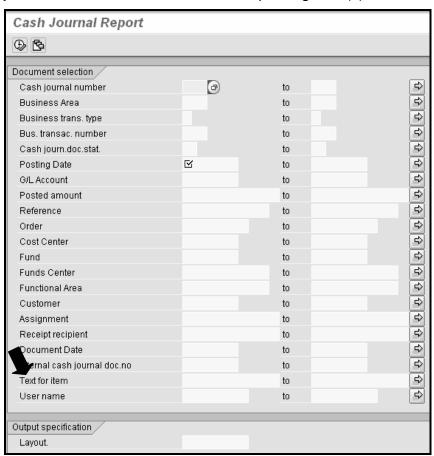


- Funds Center—this optional field restricts the report based on the funds center derivations in the cash journal for the defined posting date(s).
- Functional Area—this optional field restricts the report based on the functional area derivations in the cash journal for the defined posting date(s).
- Customer—this optional field restricts the report based on the customer account entries in the cash journal for the defined posting date(s).
- Assignment—this optional field restricts the report based on the invoice document number entered in the cash journal for the defined posting date(s).
- Receipt recipient—this optional field restricts the report based on the name entered in the cash journal for the defined posting date(s). The name must be exact unless you use wild cards (*) and is case sensitive.
- Document Date— this optional field restricts the report based on the date in the cash journal "Document date" field.





 Internal cash journal doc.no—this optional field restricts the report based on the document number AASIS assigns to cash journal lines entered on the defined posting date(s).



- Text—this optional field restricts the report based on the text entries in the cash journal for the defined posting date(s). The text must be exact unless you use wild cards (*) and is case sensitive.
- User name—this optional field restricts the report based on the user name in the cash journal documents for the defined posting date(s).

Output specification—use this section to define a custom report layout as the layout default.

 Layout—this optional field defines a customized layout as the report default. This means that every time you run the report, AASIS uses the defined layout as the default.





CAJO: Make Report Selections

Starting on the ZCAJO selection screen, we want to create a report that displays total receipts and deposits for a specified date range. To accomplish this, we use the following report selections:

- Cash journal number
- Cash journ.doc.stat. [Cash journal document status]
- Posting date

Cash Journal Report				
©				
Cash journal number	6103 🕣	to		4
Business Area		to		
Business trans, type		to		_
Bus, transac, number		to		3
Cash journ.doc.stat.	P	to	S	4 4 4
Posting Date	08/20/07	to	08/24/07	_
G/L Account		to		_
Posted amount		to		5
Reference		to		5
Order		to		5
Cost Center		to		3
Fund		to		3
Funds Center		to		<u> </u>
Functional Area		to		5
Customer		to		_
Assignment		to		-
Receipt recipient		to		<u> </u>
Document Date		to		
Internal cash journal doc.no		to		_
Text for item		to		_
User name		to		5

10. Cash journal number (Required): <####>.

Our illustration uses <6103>.

This selection defines the cash journal that AASIS references to create the report.

11. Cash journ.doc stat. (Optional): <P> to <S>

This selection restricts the report to posted, reversed and saved entries. If you do not restrict the report using field definitions here, AASIS displays deleted entries. Deleted entries affect the accuracy of the reporting balance.

12. *Posting Date* (Required): <##/##>.

Our illustration uses the date range <08/20/07> to <08/24/07>.

13. <Execute>





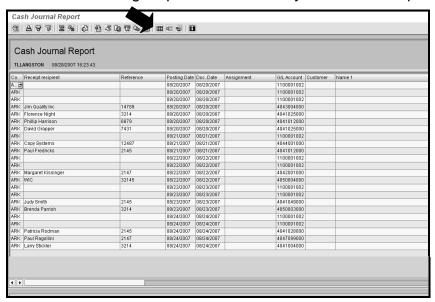


AASIS reads Cash Journal "6103" and displays all posted and saved entries made during the specified date range on the *Cash Receipts* and *Cash Payments Tabs*.

The system default for this report layout displays <u>all</u> of the Cash Journal fields. We recommend you customize this report layout to fit your specific preferences and show you how to do this next.

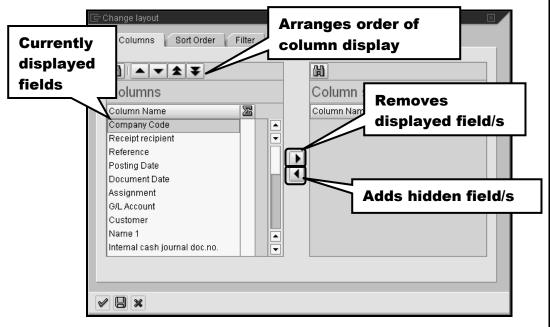
ZCAJO: Customize the Report Layout

You can use the following steps to customize layouts in most reports.



1. <Change Layout>!!!

The *Change Layout* window appears. Use this window to remove (hide) fields.



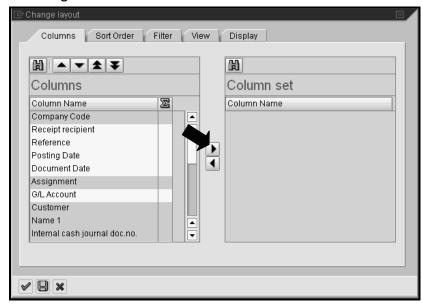




Hide Fields

For illustration purposes we want to hide the following fields:

- Company Code
- Assignment
- Customer
- Name 1
- Cash Journal Internal Document Number
- Funds Center
- Functional Area
- User Name
- Order
- Text for Item
- Business Transaction Number
- WBS Element
- Additional Text 1
- Additional Text 2
- Type
- Clearing Document



2. Hold the "Control Key" and click the above selections. (Use the scroll bar to view entire list.)

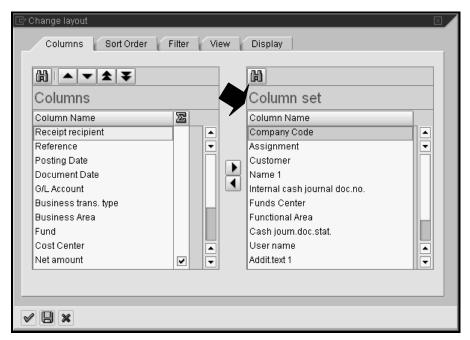
The control key allows you to make multiple, non-sequential selections in the list.





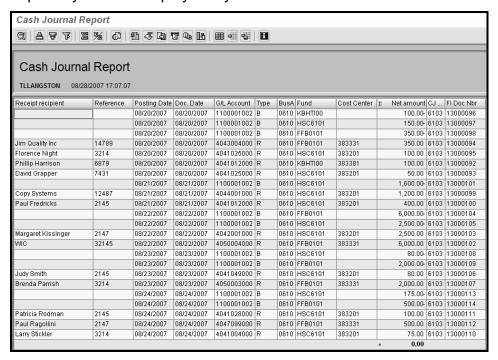


The selected fields move to the Hidden Column Set.



4. **<Enter>**✓

The report layout now displays only the fields we want to see.



Review the selections and determine the order in which you want to arrange the report information.

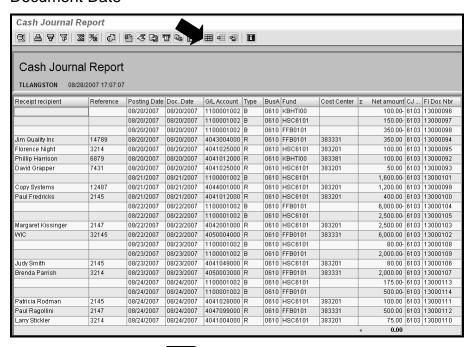




Change the Order of Column Display

For illustration purposes we use the following column arrangement:

- Cash Journal Number
- Business area
- [Business Transaction] Type
- GL Account
- Receipt recipient
- Reference
- Net Amount
- Cost Center
- Fund
- FI Doc Nbr [Number]
- Posting Date
- Document Date

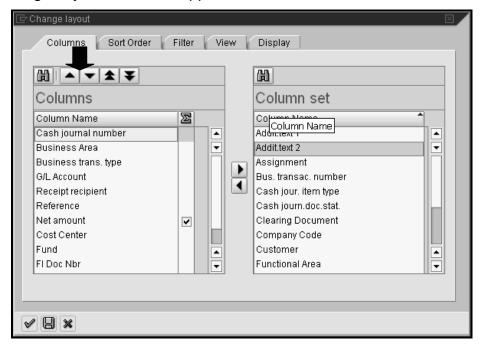


5. <Change Layout>!!!!.





The Change Layout screen re-appears.



6. Select a column you want to move.

Our illustration uses <Cash journal number>.

7. <Selected rows to top> 🔼

Our illustration uses this icon because we know we want the "Cash journal number" column as our first column.

- 8. Select the next column you want to move.
- 9. <Select row up one position> .
- 10. Keep clicking this icon until the column is in the position you want to place it.
- 11. Repeat steps 8-10 until all the columns are in the order you want.
- 12. **<Enter>** ₩.

The report layout displays the columns in the order you have arranged them in.

We want to make one more change to this layout before we save it. This time we want to sort the entries by the "Business Transaction Type" field.

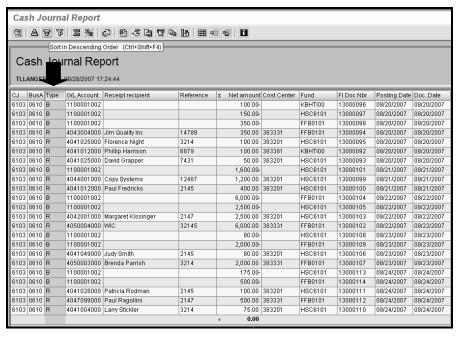
Doing this allows us to sort the data by receipts ("R" type) and deposits ("B" type).





Sort Columns

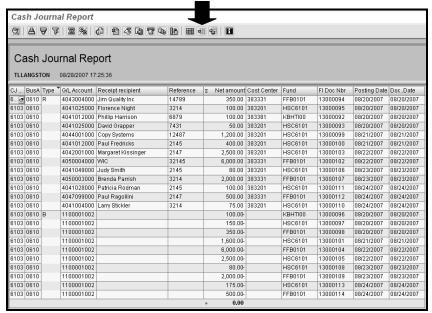
Because we want to arrange the receipt entries "R" before the deposit entries "B", we sort the "Type" field using descending order.



13. Click the "Type" column header.

14. <Sort descending order> □.

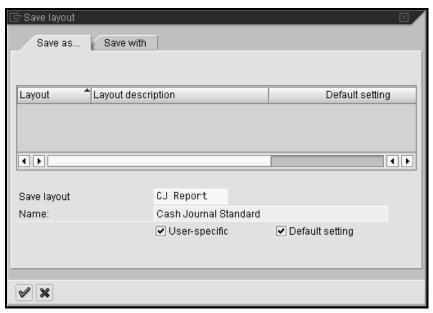
AASIS sorts the entries by receipts first and then deposits. Now that we have the report layout the way we want it, we need to save it.







The Save layout screen appears. Use the screen to name a customized layout and to set it as a default (if applicable).



16. Save layout field (Required): <12 character limit>.

Our illustration uses <CJ Report>.

Be sure to use a name that helps you identify the reporting function for which you have created the layout.

17. Save layout field (Required): <12 character limit>.

Our illustration uses <Cash Journal Standard>.

Use this field to add additional identifying information.

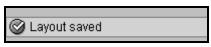
18. User-specific selection: This is a standard default.

You can set this layout as your default. This means AASIS automatically uses this layout every time you run this report.

19. Select "Default setting."

20. < Enter > .

A system message appears, confirming AASIS saved the layout.



Use the "Select layout" icon to select other custom layouts.





ZCAJO: View Report Information: Receipts & Deposits

Now that we have our preferred layout saved, let's look more closely at the reporting information (total receipt and deposit entries).

To accomplish this, we used the following selection criteria:

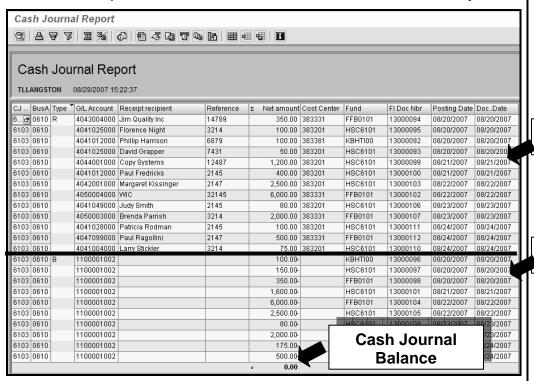
- 1. Cash journal number (required)
- 2. Cash journal document status (recommend for standard reporting uses)
- 3. Posting date range for one week (required)

After making changes to the system default layout, we can easily view the information we wanted to see.

The lines containing the details information are the revenue <u>receipts</u> entered during the specified date range. You can identify this by the "Type" or "G/L Account" fields.

The lines containing fewer entries are the corresponding <u>deposit</u> entries for the specified date range. As with the receipt entries, you can identify this by the "Type" or "G/L Account" fields.

All of the lines provide the financial document number for the entry.



Notice the zero balance at the bottom of the report. This means the Cash Journal is in balance for the specified date range. If you see a balance, this could mean you did not restrict the report using the "Cash journal document status" selection OR it indicates an incomplete business process for the reporting period.

Receipt Entries

Deposit Entries





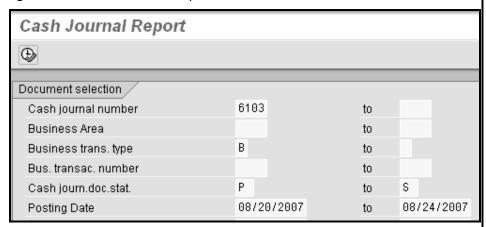
ZCAJO: Weekly Deposits

Starting on the ZCAJO selection screen, we show you another way to use this report.

We want to create a report that displays total deposits for a specified date range. To accomplish this, we use the following report selections:

- Cash journal number
- Business trans.type [business transaction type]
- Cash journ.doc.stat. [Cash journal document status]
- Posting date

Please keep in mind, our illustrations in this manual do not by any means show you all of the possible combinations you can use to obtain reporting information with this report.



- **1.** Cash journal number field (Required): <###>.

 Our illustration uses <6103>.
- 2. Business trans. type field (Optional): <*>.

Our illustration uses .

This selection restricts the report to entries made on the *Cash Payments Tab.*

- 3. Cash journ.doc stat. field (Optional): <P> to <S>.
- 4. Posting Date field (Required): <##/##/##>.

 Our illustration uses the date range <08/20/07> to <08/24/07>.
- 5. <Execute> ...





Using our customized default layout, the report displays.

Cas	Cash Journal Report ② A ママ 図 窓 後 む 音 さ む で い 旧 田 亜 毎 日												
Cash Journal Report TLLANGSTON 08/29/2007 16:58:11													
CJ	BusA	*	G/L Account	Receipt recipient	Reference	Σ Net amount	Cost Ctr	Fund	FI Doc Nbr	Posting Date	DocDate		
6 a	0610	В	1100001002			100.00-		KBHTI00	13000096	08/20/2007	08/20/2007		
6103	0610		1100001002			150.00-		HSC6101	13000097	08/20/2007	08/20/2007		
6103	0610		1100001002			350.00-		FFB0101	13000098	08/20/2007	08/20/2007		
6103	0610		1100001002			1,600.00-		HSC6101	13000101	08/21/2007	08/21/2007		
6103	0610		1100001002			6,000.00-		FFB0101	13000104	08/22/2007	08/22/2007		
6103	0610		1100001002			2,500.00-		HSC6101	13000105	08/22/2007	08/22/2007		
6103	0610		1100001002			80.00-		HSC6101	13000108	08/23/2007	08/23/2007		
6103	0610		1100001002			2,000.00-		FFB0101	13000109	08/23/2007	08/23/2007		
6103	0610		1100001002			175.00-		HSC6101	13000113	08/24/2007	08/24/2007		
6103	0610		1100001002			500.00-	_	FFB0101	13000114	08/24/2007	08/24/2007		
						13,455.00-	\supset						

Notice that this time the report displays a closing credit balance. This happened because we have restricted the report to the entries made on the *Cash Payments Tab* for the specified date range.



Chapter 7: Receipting Revenue



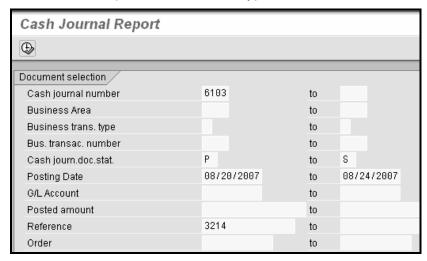
Reporting & Research Tools

Let's say you need to find a receipt for a specific check number. You can use ZCAJO to find it.

ZCAJO: View Receipts Using the Reference Field

This time we want to use these report selections.

- 1. Cash journal number
- 2. Cash journ.doc.stat.
- 3. Posting Date
- 4. Reference (must match exactly)



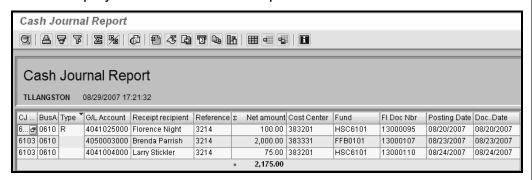
1. Cash journal number (Required): <###>.

Our illustration uses <6103>.

- 2. Cash journ.doc.stat. (Optional): <P> to <S>.
- 3. Posting Date (Required): <##/##/##>.

 Our illustration uses the date range <08/20/07> to <08/24/07>.
- 4. Reference (Required): <3214>.
- 5. <Execute>

AASIS displays all matches to the report selections.





ZFIN: View Revenue and EFT Deposits by Document Type

Notes

ZFIN: GL Report with Customer Data provides a simple way to view revenue and EFT receipts and/or cash deposits by document type.

In this section we show you how to use ZFIN to view both revenue receipts and then cash deposits.

Key Points

- Uses the Bad Debt Expense account (5900008000) as a default selection.
- Displays posting information by all available report fields.
- Allows you to create customized report layout(s) but does not provide drill down functionality.

In our illustrations, we use a customized report layout (see previous section for detailed instructions on creating a customized layout).

Here's an overview of what we did to the report layout we show you.

- 1. We used selection criteria:
 - a. Posting Date
 - b. Business Area
 - c. Document Type (single values)
 - d. Fiscal Year
- 2. We changed the layout to restrict the display to these fields:
 - a. [GL] Account
 - b. Business Area
 - c. Fund
 - d. Document Number
 - e. Document Type
 - f. Amount
 - g. Reference
 - h. Text
 - Posting Date
 - j. Clearing Date
- 3. We then sorted the layout by document number first, then GL account.



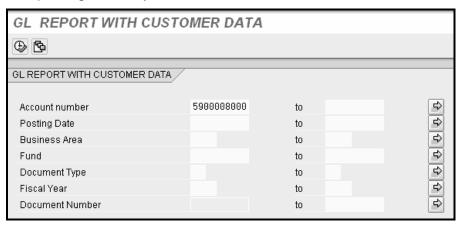


ZFIN: Make Report Selections

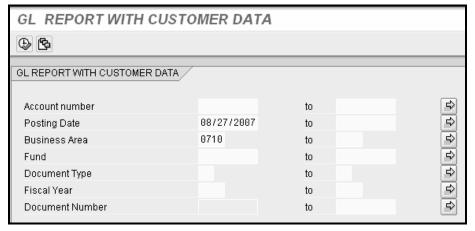


- 1. Type "ZFIN" in the Transaction Command field.
- 2. <Enter> ...

The *GL Report With Customer Data* screen appears. Use this screen to define the reporting criteria you want to use.



Notice that the "Account number" field defaults with the *Bad Debt Expense* account number.



- 3. Account number field: Delete Bad Debt Expense account number.
- 4. *Posting Date* field (Required): <##/##/##>>.

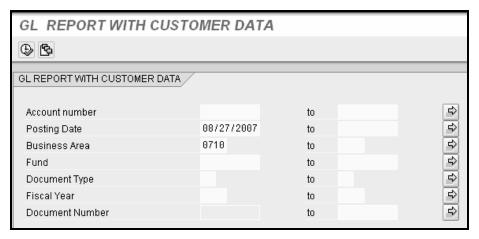
Our illustration uses one date <08/27/2007>.

5. Business Area field (Optional): <###>.

Our illustration uses one date <0710>.



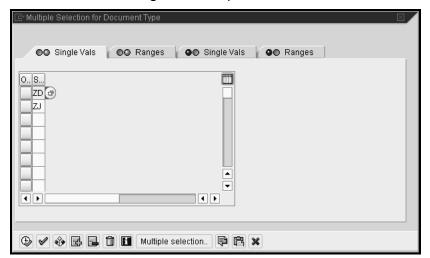




6. Document Type field (Optional): < Multiple selection>

Our illustration uses the *multiple selection* icon because we want to run this report using 2 non-sequential document types.

The Multiple Selection for Document Type screen appears. Use this screen to define non-sequential single or multiple range values, or to exclude information for single or multiple values.



7. Single Vals field (Optional): <**>.

Our illustration uses <ZD> and <ZJ>.

These are the document types for cash journal and EFT entries. Note – if you also receipt customer payments, include DZ in the document type selections above. The document types also define the account information which appears in the report.

8. <Execute>

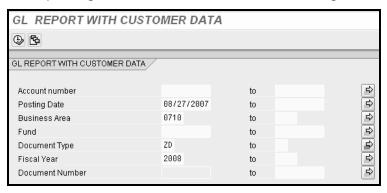


AASIS displays the first entry on the report selection screen and stores the remaining entries in the background.





If the "Multiple Selection" icon displays a green light, this tells you additional reporting selections are stored in the background.



9. Fiscal Year field (Recommended): <#### >.

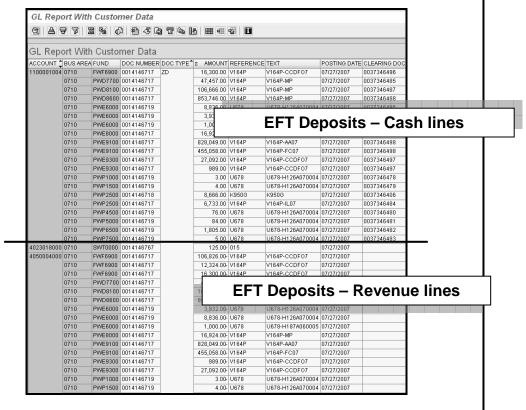
Using the fiscal year helps the report run more efficiently.

10. <Execute>

Using all available report fields, the ZFIN reporting screen displays the receipting information. In the picture below, we have customized the report layout.

In this layout, use the "Account" field to identify cash deposit information from revenue receipt information.

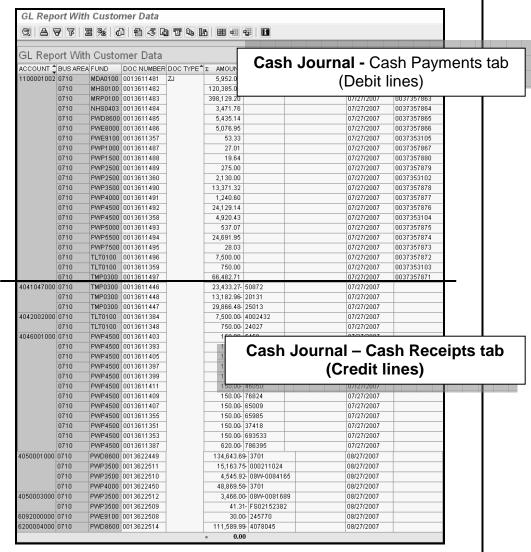
The first part of the report displays EFT (ZD document) revenue receipt and deposit information.







The second part of the report (use scroll bar) displays cash journal (ZJ document) revenue receipt and deposit information.



Since this report displays both the debit to cash and credit to revenue for both document types, the balance displayed is zero.

Let's say you want to view more information on one of the documents listed in this report. Unfortunately, this report does not provide drill down functionality.

However, you can use transaction *FB03—Display Document* to view the information. All you need is the document number.

We show you how next.





FB03—Display Document

Use this transaction to find and/or view posted documents.

Key Points

- Provides a consistent means for accessing document details when a report can't.
- Provides diverse selection options, including:
 - Viewing a single document
 - Viewing documents you posted
 - Viewing a list of documents related to the same criteria

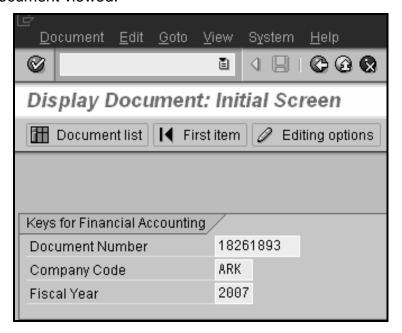
View Single Document



1. Type "FB03" in the Transaction Command field.

2. <Enter>

The *Display Document: Initial Screen* appears, displaying the last document viewed.

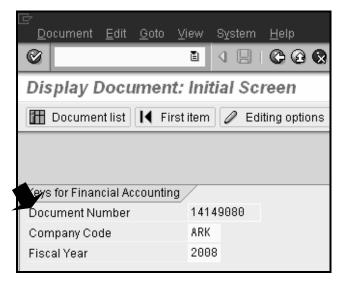






Beginning on the *Display Document: Initial Screen*, follow these steps to view a single document.

Note: For this illustration, you must know the document number you wish to view.



- 3. *Document Number* field (Required):.<######>
 Our illustration uses <14149080>.
- 4. Company Code field(Required): <ARK>.
- 5. <Enter>₩

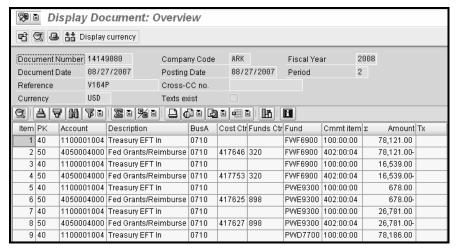
The *Display Document: Overview* screen appears, displaying document header information and line item information based on the document layout.

Use this screen to review defined document fields or to drill down and review more document detail.

	寥												
	매 및 및 it Display currency ■												
Docu	[Document Number] 14149080 Company Code ARK Fiscal Year 2008												
Document Date 08/27/2007				7/2007	Posting	Date	08/2	27/2007	Period		2		
Reference V164P Cross-CC no.													
Curre	Currency USD Texts exist												
	A 7 M 70 Z1 %1 2 D1 41 M H												
Item	PK	Accoun	t	Description		BusA	Cost Ctr	Funds Ctr	Fund	Cmmt iten	n Σ Amount	Tx	
1	40	110000	1004	Treasury EFT I	า	0710			FWF6900	100:00:00	78,121.00		
2	50	405000	4000	Fed Grants/Re	imburse	0710	417646	320	FWF6900	402:00:04	78,121.00-		
3	40	110000	1004	Treasury EFT I	า	0710			FWF6900	100:00:00	16,539.00		
4	50	405000	4000	Fed Grants/Re	imburse	0710	417753	320	FWF6900	402:00:04	16,539.00-		
5	40	110000	1004	Treasury EFT In		0710			PWE9300	100:00:00	678.00		
6	50	405000	4000	Fed Grants/Re	imburse	0710	417625	898	PWE9300	402:00:04	678.00-		
7	40	110000	1004	Treasury EFT In		0710			PWE9300	100:00:00	26,781.00		
8	50	405000	4000	Fed Grants/Re	0710	417627	898	PWE9300	402:00:04	26,781.00-			
9	40	110000	1004	Treasury EFT I	า	0710			PWD7700	100:00:00	78,186.00		



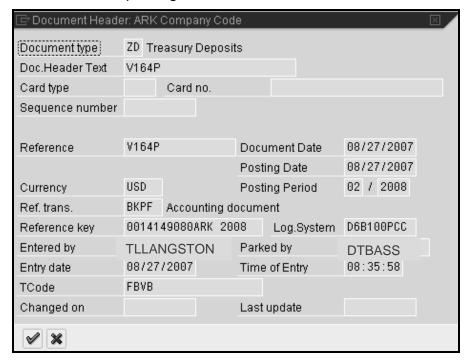




6. <Display document header>



The *Document Header* window appears, displaying additional document information. Use this window to review/identify additional document text entries, posting, user id and transaction information.

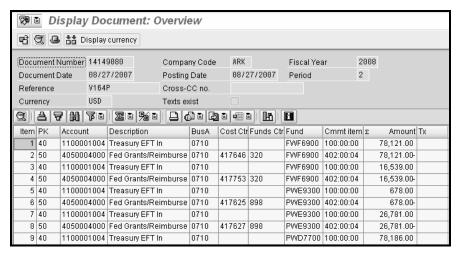


7. <Enter> ...

The Document Header window closes.

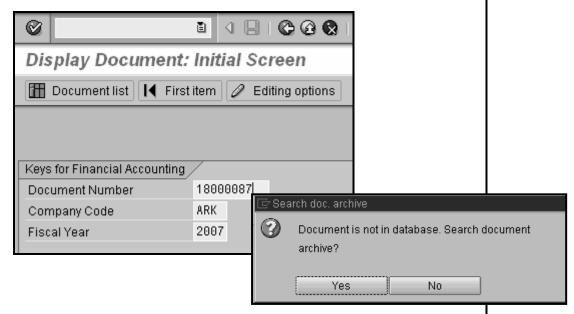






You can also view additional document entries by double clicking a line item.

Before we explain using FB03 to view documents created specifically by you, we want to show you what happens if you use a fiscal year date different from the document creation date on the *Display Document: Initial Screen*.



The message, "Document is not in database" means AASIS cannot find a document matching all 3 of the selection criteria.

Click "No" to the *Search doc archive* question. Remove the fiscal year and enter again.

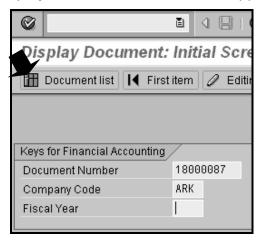




View Multiple Documents

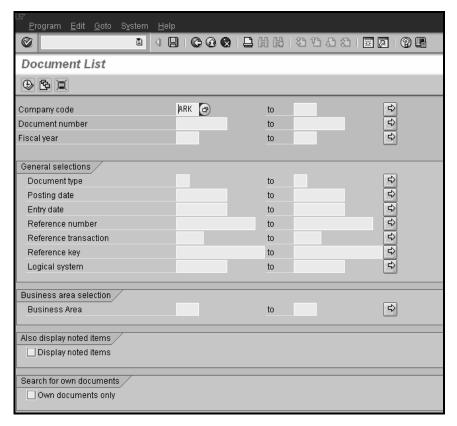
Beginning on the *Display Document: Initial Screen*, we show you how to use FB03 to find more than one document.

The Display Document: Initial Screen appears.



1. <Document List> Document list

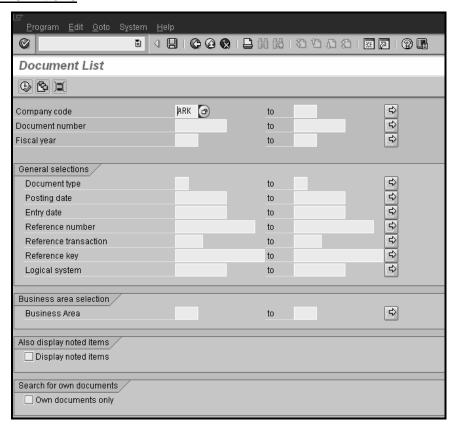
The *Document List* selection screen appears. Use this screen when you want to use additional search criteria to locate documents.







Field Definitions



About the *Document List* Screen

While this screen appears similar to the Document List screen you use in FBV0, not all of the fields are identical. Because of this, here are the basic definitions for the optional fields appearing here.

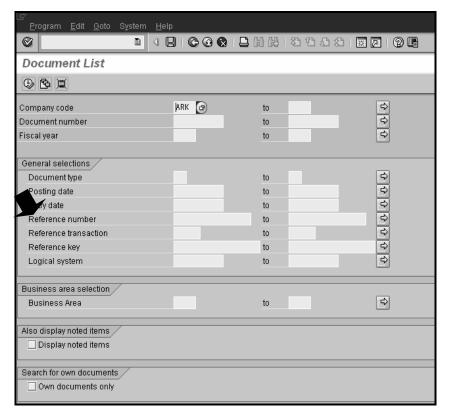
- Document number---allows you to retrieve several documents, by using a number range or multiple numbers.
- Fiscal year---allows you to retrieve documents which cross different fiscal years.

General Selections---Provides additional selections based on fields contained within the document header.

- Document type---defines documents based on the document type instead of document number. For example, you can search for customer invoices by using the DR document type in this field.
- Posting date---defines documents based on a specific posting date, posting dates or a posting date range.
- Entry date---defines documents based on an entry date, entry dates or an entry date range.







 Reference number—defines documents based on entries stored in the reference field.

NOTE: This field is case sensitive and must match the entry exactly.

- Reference transaction—provides internal processing information.
 - This field is not applicable when searching for documents entered by users.
- Reference key—Related to financial data entered into AASIS via interface applications. This field is not applicable when searching for documents entered by users.
- Logical systems—also related to sharing information between technical systems. This field is not applicable when searching for documents entered by users.

Business area selection—provides additional selections based on business area values.

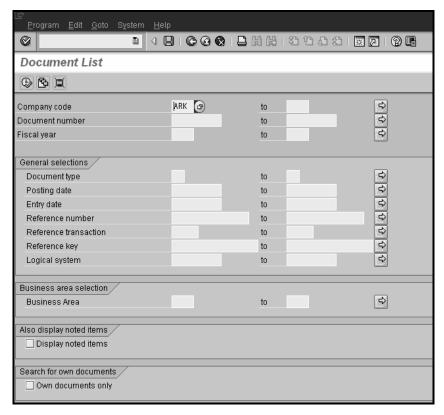
 Business Area—defines documents based on the business area or business areas which created them. Most users will restrict the search to their own business area.

Also display noted items—Not applicable to State business processes

Display noted items—Do not use.







Search for own documents---restricts the search to the documents you specifically posted.

Own documents only---restricts search based on user id.



Chapter 7: Receipting Revenue

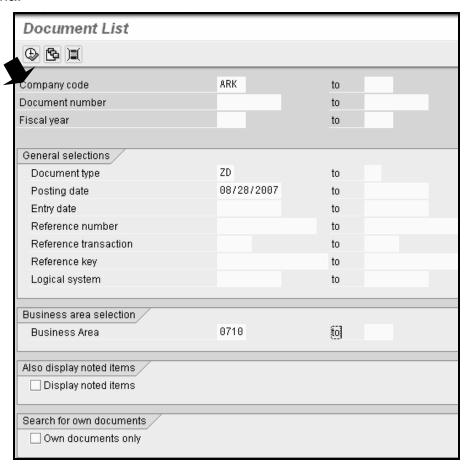
Reporting & Research Tools



Make Document List Selections

Beginning on the *Document List* screen, we illustrate searching for more than one document using the "Document type" field.

Note: As with the reporting sections in this chapter, our illustration for using this screen is not exhaustive. We strongly encourage you to continue practicing with different combinations of available search criteria.



- 1. Company code field(Required): <ARK>.
- 2. Document type field (Optional): <**>.

Our illustration uses <ZD>.

3. *Posting date* field---<##/####>.

Our illustration uses <08/28/2007>.

4. Business Area field---<###>.

Our illustration uses <0710>.

5. <Execute>





The *Document List* screen appears, displaying the documents that match the selection criteria you use. Use drill down functions (double click a line) to view specific document information.

D	Document List												
	CoCd	DocumentNo [*]	Year	Туре	Entered on	DocDate	Posting Date	Reference	User	ı	Reversal		
		14149190	2008	ZD	08/28/2007	08/28/2007	08/28/2007	V164P	LACHISM				
	ARK	14149191	2008	ZD	08/28/2007	08/28/2007	08/28/2007	7V03P	LACHISM				
	ARK	14149193	2008	ZD	08/28/2007	08/28/2007	08/28/2007	Y047B	LACHISM				
	ARK	14149195	2008	ZD	08/28/2007	08/28/2007	08/28/2007	V629B	LACHISM				

Note: You can customize the "Document list" layout using the "Change layout" icon.

Summary

As we encouraged at the beginning of this chapter, take time to study and play with these reports and research tools.

Remember, we may have created a report with a specific business purpose in mind, but this doesn't mean you can't use the report to meet other business needs.

Use the custom layout features and adapt the reports to your agency's specific business needs. Trust us; you **won't** hurt anything by doing this. These are display transactions and do not impact the integrity of your agency's or the State's financial records.

In fact, the more you use these reports and tools, the stronger your ability to analyze your agency's financial records in AASIS.

With strong analytical skills, you equip yourself with the ability to prevent and/or correct errors before they become a significant problem.